

ORDINANCE NO. 10 -01

By: Jed Morison

An Ordinance to establish the position of Director of Building Services for the City of Bexley, Ohio; to establish a salary range and to establish job responsibilities and qualifications.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:**

Section 1. That the position of Director of Building Services is established to direct the operations of the City of Bexley's Building and Code Enforcement Departments.

Section 2. That the position shall have a salary range of \$45,000.00 to \$61,000.00, the starting salary subject to approval by this Council, prior to hiring, and except for salary, shall be entitled to all other rights and benefits provided to salaried personnel.

Section 3. That the qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classifications specification set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as defined in the classification specification for Director of Building Services attached to and made a part of this Ordinance.

Section 4. That Schedule II of Ordinance No. 107-00 should be, and it hereby is, amended to add the new position of Director of Building Services to the schedule of positions.

Section 5. That this Ordinance shall take effect and remain in force from and after the earliest period allowed by law.

Passed: 3-13, 2001

Attest: Richard A. Levin

Arnold H. Pater  
President of Council

Approved: 3/16, 2001

David H. Madison  
David H. Madison, Mayor

2/13/01 First Reading  
2/27/01 Second Reading  
3/13/01 Third Reading  
Passed

**CITY OF BEXLEY**  
**CLASSIFICATION SPECIFICATION**

**DIRECTOR OF BUILDING SERVICES**

**JOB RESPONSIBILITIES:**

Directs and coordinates the operations of the Building Department to include direct supervision of building and code enforcement staff; responsible for policy and procedures; residential plan review; performs commercial and residential building inspections; enforces building maintenance, zoning and architectural review codes.

**QUALIFICATIONS:** Completion of secondary education; requires possession of Class III certification by State of Ohio Board of Building Standards; five years of building construction experience; additional coursework in business administration, public administration or other related area or any combination of education, training and work experience which indicates possession of the skills, knowledge and abilities listed below. Ability to obtain a valid State of Ohio motor vehicle Operator's License and be insured by the City's insurance carrier,

**ESSENTIAL JOB FUNCTIONS:**

Inspect commercial and residential construction and renovation for compliance with applicable building codes (e.g., inspect soil, footers, framing, insulation, ventilation, heating, etc.); ensure work is completed in accordance with approved plans and specifications; review and approve blueprints submitted for residential construction projects (three-family or less).

Consult with owners and contractors to discuss proposed plans and/or violations; provide technical advice regarding compliance with code regulations.

Prepare inspection reports and other reports as necessary.

Enforce building codes; identify violations and issue citations as necessary; attend hearings to provide expert testimony as required.

Receive potential code violation complaints; visually inspect the City on a systematic basis to detect code violations; meet and discuss code violations with property owners and home owners; make recommendations for correcting violations; document violations, prepare and issue formal notification; establish time frame for compliance.

Respond to and enforce the provisions of the Zoning Code, Property Maintenance Code, Sign Code, architectural review code and other relevant sections of regulatory codes.

Conduct follow-up inspections to ensure completion of corrective actions.

Prepare documentation and issue citations where corrective action is not taken. Present evidence in court hearings. Assist City Prosecutor in enforcement of cases.

Conduct research, gather and compute data; prepare records and reports.

Develop department policy and procedures.

Provide overall supervision of department staff.

**KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO PERFORM DUTIES:**

Knowledge of department policies and procedures and skill in interpreting City building maintenance codes (developed after employment); residential and commercial plans and blueprints; adopted residential and commercial building codes; construction methods and materials; inspection techniques.

Ability to recognize hazardous situations and take corrective action; apply residential and commercial building codes to practical situations; read and interpret blueprints; demonstrate physical fitness; exercise sound judgment.

Knowledge of City building maintenance code; inspection techniques and procedures; basic structure repair procedures.

Ability to communicate clearly and effectively, verbally and in writing; establish and maintain effective working relationships with associates, supervisor, general public and contractors; efficiently conduct code inspections; analyze technical problems and formulate sound solutions; prepare and maintain accurate documentation.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Class III certification by State of Ohio, Board of Building Standards. State of Ohio drivers license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee is occasionally required to stand; sit; reach with hands and arms; climb ladders and scaffolding; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, color vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold or heat, risk of electrical shock, radiation and/or vibration.

The noise level in the work environment is moderate to loud.