



CITY OF KENT JOB DESCRIPTION

BUILDING SERVICES SUPERVISOR (Chief Building Official)

Department: Community Development
Exempt, Classified

Reports to: Community Development Director
Updated: April 2025

RESPONSIBILITY

Under the general supervision of the Community Development Director, administers and supervises the operations of the Division of Building Services. The Building Services Supervisor ensures compliance with the Ohio Building Code, Ohio Mechanical Code, Residential Code of Ohio for One, Two, and Three Family Dwellings, Ohio Plumbing Code, National Electric Code, and Ohio Fire Code; International Energy Compliance Code, and Natural Fuel Gas Code; and certain aspects of the City's Codified Ordinances, including in the capacity as the City's Floodplain Administrator. The Building Services Supervisor is the Chief Building Official. Performs other job-related duties as required by the Director.

TYPICAL TASKS

Responsible for supervision and management of the commercial and residential building plan review procedures and the issuance of all building permits. Responsibilities include the timely management of the plan review process and conveying to applicants clearly and succinctly all specifications for construction and occupancy for all buildings in the City.

Examines plans or structures for all new construction, alterations and repair of commercial and residential buildings to ensure compliance with all applicable Ohio Building Code regulations and any applicable Kent Codified Ordinances regulations.

Supervises all Division of Building Services personnel and advises and instructs all inspectors regarding building, electrical, heating, ventilation, and air conditioning (HVAC) and plumbing inspections and procedures.

Performs building inspections for all building systems and structures for which the Building Services Supervisor has State of Ohio certifications. Provides in-person attendance and witnesses all tests of building components and personally inspects building projects for building code compliance.

Provides information to the general public, architects, engineers, and contractors with respect to building code regulations and interpretations of such codes, general construction problems, and other building code related issues. Provides recommendations for building code compliance.

Advises other plan examination and inspection personnel on building code interpretation and application and provide in-house instruction and training in these areas to City inspectors and consultants.

Testifies at public Board of Building Appeals hearings, as needed; attends, facilitates and/or makes public presentations at meetings, and performs other job-related duties as directed by the Community Development Director.

Writes technical, narrative, and statistical reports; utilizes personal computer and software applications, including word processing, spreadsheet and the City's web-based program for review, inspection and permitting of commercial and residential construction projects.

WORKING CONDITIONS

The working environment of the Building Services Supervisor involves exposure to conditions generally found in an office setting, in addition to conditions which involve working from heights, such as from scaffolding, ladders, and roofs. The Building Services Supervisor works with office equipment, such as computer hardware and software applications, telephones, tape recorders, fax machines, copy machines, and appliances. Within the office setting, the Building Services Supervisor will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. The Building Services Supervisor travels as required, works outdoors when necessary, and works evening or weekend hours in addition to a regular 40 hour work week when required.

SPECIAL REQUIREMENTS

The Building Services Supervisor must possess current State of Ohio Certification as Building Official, Building Inspector, and Residential Building Official from the Ohio Board of Building Standards. In the alternative, State of Ohio interim certifications as a Building Official, Building Inspector, and Residential Building Official are acceptable substitutions for the corresponding permanent certifications on the condition that permanent certifications are obtained before the interim certifications expire. Additional certification Plans Examiner and/or Residential Plumbing Inspector is desired. The Building Services Supervisor must be in possession of a valid State of Ohio driver's license; must have a good driving record at the time of hire and be able to maintain such good record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Building Services Supervisor must possess a working knowledge of building design and construction methods and practices applicable to ensuring compliance with the Ohio Building Code, Ohio Mechanical Code, Residential Code of Ohio for One, Two, and Three Family Dwellings, Ohio Plumbing Code, National Electric Code, and Ohio Fire Code; International Energy Compliance Code, and Natural Fuel Gas Code; and develop a working knowledge of

the City's Codified Ordinances applicable to the Building Services Division, including but not limited to floodplain regulations.

The Building Services Supervisor must be skilled in technical, narrative, and statistical report writing, in reading and analyzing building plans, site plans, and subdivision improvement plans to determine code compliance and proper construction techniques; and must be proficient in computer software and applications such as word processing, spreadsheet, and web-based applications and programs.

The Building Services Supervisor must possess effective communication skills to include the ability to consult with and give technical assistance to general public, architects, engineers, and contractors on building code interpretations; to testify at public Board of Building Appeals hearings in a technically competent manner; to work effectively and courteously with the public in order to promote acceptance and satisfaction while ensuring uniform enforcement of codes and ordinances; to establish and maintain positive working relationships with co-workers and City officials.

The Building Services Supervisor must possess management and supervisory skills to include the ability to provide instruction for Division of Building Services employees, inspectors and consultants; to make public presentations, facilitate meetings, and organize people; to assist field inspectors in complex building projects; to perform routine office paperwork and to keep appropriate records; to exercise considerable independent judgment when resolving conflicts and implementing divisional policy objectives; to manage multiple priorities and work under pressure with frequent work interruptions.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Five (5) years experience as a Building Official and/or Plans Examiner in municipal or private sector setting. Site plan review experience is also desirable. Must be a certified Residential Building Official and Building Official as specified in the Ohio Administrative Code section 4101:7-3-01.

Essential Job Functions

1. Under the general supervision of the Community Development Director, administers and supervises the operations of the Division of Building Services. The Building Services Supervisor ensures compliance with the Ohio Building Code, Ohio Mechanical Code, Residential Code of Ohio for One, Two, and Three Family Dwellings, Ohio Plumbing Code, National Electric Code, and Ohio Fire Code; International Energy Compliance Code, and Natural Fuel Gas Code; and certain aspects of the City's Codified Ordinances, including in the capacity as the City's Floodplain Administrator. Performs other job-related duties as required by the Director.

2. Advises architects, engineers, contractors, builders, realtors, attorneys, and homeowners on issues related to building code interpretations. Supervises and instructs all inspectors regarding building, electrical, heating, ventilation, and air conditioning (HVAC), and plumbing inspections and procedures. Performs inspections for complicated or unusual projects.
3. Testifies before the Board of Building Appeals and attends all the Board of Building Appeals public hearings and meetings; attends other functions as directed.
4. Maintains divisional office operations by performing routine office paperwork and maintaining appropriate records; by exercising considerable independent judgment when resolving conflicts and implementing divisional policy objectives; by managing multiple priorities and working under pressure with frequent work interruptions.
5. Lift items up to 50 lbs, walk up to 1 mile, climb stairs or ladders, bend, and crawl.
6. Produce professional communications in electronic format, including email and entries into web-based system, including use of a tablet while working in the field; proficient on a computer, operates office equipment such as scanners, copiers, or other light office equipment.
7. Ability to communicate clearly and effectively while maintaining public records and reports.
8. The Building Services Supervisor travels as required, works outdoors when necessary, and works evening or weekend hours in addition to a regular 40 hour work week when required.
9. Must be a certified Residential Building Official and Building Official as specified in the Ohio Administrative Code section 4101:7-3-01.
10. Perform other duties as assigned.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.