

SUMMIT COUNTY, OHIO

HUMAN RESOURCE COMMISSION

HRC ORDER

Date: June 18, 2020

Order # : 20-01

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Thursday June 18, 2020 to address the adoption of revised Classification Specification of Residential Plans Examiner; requested by the Executive, Human Resource Dept.

Whereas the Human Resource Commission has reviewed the proposed class spec along with the HRC Administrator, and Executive Human Resources Department and recommended the following action to the Human Resource Commission;

Adopting the revisions and upgrade of the Classification Residential Plans Examiner; Category 3 Grade 5 Class Code 35061 TO the renamed and upgraded Residential Building Official classification; Category 3 Grade 6 Class code 35061.

Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Chip Clupper;

Whereupon a motion was entered by Pete Kostoff and seconded Jacqueline Silas-Butler to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

Bailey	Aye
Silas-Butler	Aye
Kostoff	Aye

The motion carried.


Janis Corbin, Assistant Administrator HRC

EXHIBIT A

Residential Building Official - DRAFT

Classification

Classification

Classification Title Residential Building Official - DRAFT

Classification Code 35061- DRAFT

Classification Group 35000 - Inspection

Salary Category C3

Salary Grade 06

Step

Min Salary \$29.17 / \$2,333.60 / \$60,673.60

Mid Salary \$36.45 / \$2,916.00 / \$75,816.00

Max Salary \$43.73 / \$3,498.40 / \$90,958.40

General Overview

Under the administrative direction of the Chief Building Official; provides administrative oversight of residential codes, plan review, certificates of occupancy and other related procedures. Serves as liaison with professional designers, builders, owners, and related professional groups. Works independently and within a team environment to provide a professional service to the residents of Summit County in order to assure that residential construction is economically reasonable, meets minimum state codes, and provide safe and sanitary dwellings and accessory structures. Provides code instruction and interpretations to a diverse group of customers doing business within the County. Provides related duties as requested, directed or assigned.

Required Qualifications

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Completion of a secondary education plus three (3) years experience and certification as a Residential Building Official required by the State Board of Building Standards, two (2) years of building construction experience that demonstrates knowledge of construction plans, building codes, and all other applicable mandates. Must possess a valid Ohio Driver's License.

Knowledge, Skills, and Abilities

Comprehensive knowledge of

State and local residential building code; Construction techniques, methods and material; Residential electrical, heating, cooling and water systems; Safety practices and procedures; public relations; Supervisory methods; Permit processing; General computer literacy, familiar with Word, Excel, Power Point, etc. **Ability to Deal** with problems involving several variables in familiar context; Interpret variety of variables in written, oral, or schedule form; Calculate fractions, decimals and percentages; Organize date, create and maintain filing system (tracking, follow-up, progress, etc.); Gather,

EXHIBIT A

collate and classify data; Interface with office personnel and clients in a professional manner; Resolve complaints from residents, government officials and builders; Communicate effectively fluently and knowledgeably with clients construction projects.

(*Indicates developed after employment).

Job Duties

The duties listed below are intended to depict tasks performed by this classification.

Reviews submitted residential documents for code compliance with State and County building codes; Prepares adjudication (disapproval) letters including explanation and code references to substantiate the determination; Reviews re-submitted documents based on previous adjudications; Issues Certificates of Plan Approval upon conformance with State and County building codes; Reviews re-submitted documents which indicate changes in construction and issues either an adjudication or an approval; Assists with issuance of building permits.

Prepares adjudications and certificates of plan approval; Prepares correspondence regarding code issues, construction, owners, affected parties; Advises and informs the Chief Building Official of status of work, code issues/changes, related technical issues; Consults with Chief Building Official with respect to departmental policies, makes recommendations for changes and implements.

Resolves issues/concerns from owners, designers, builders, contractors, and other affected parties through telephone calls, meetings, correspondence, or other means of communication; Advises customers of building standard requirements concerning codes, administration, and changer/revisions affecting the building industry.

Represents the County of Summit as directed at State Building Board of Appeals and Court Jurisdiction in matters related to code violations.

Supervises assigned staff as directed to ensure staff compliance with established rules, regulations, policies and procedures in all matters related to residential building activity.

Visits construction sites to observe construction based on complex site problems/constraint; Observes required testing of systems (as required).

HRC Order Number

Council Legislation Number

Last Revision Date

06/01/2020

Note