

ORDINANCE NO. 120-14

AN ORDINANCE AMENDING SECTION 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND ACCEPTING THE REVISED JOB DESCRIPTION OF BUILDING OFFICIAL, AND DECLARING AN EMERGENCY.

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to the Community Development Department:

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Community Development Director	Pay Grade 122
1	Economic Development Director	Pay Grade 112
1	Building Official	Pay Grade 112
1	Building Dept. Admin. Assist.	7 A-F
1	Economic Development/Planning Admin. Asst.	7 A-F
1	Building/Property Maintenance Inspector	16 A-F per contract
1	Associate Planner	93A
1	Clerk (part-time)	Sec. 31.02(B)(11)
1	Intern*	Sec. 31.02(B)(11)

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows relative to the Community Development Department, Building Official position:

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Community Development Director	Pay Grade 122
1	Economic Development Director	Pay Grade 112
1	Building Official	Pay Grade 113

1	Building Dept. Admin. Assist.	7 A-F
1	Economic Development/Planning Admin. Asst.	7 A-F
1	Building/Property Maintenance Inspector	16 A-F per contract
1	Associate Planner	93A
1	Clerk (part-time)	Sec. 31.02(B)(11)
1	Intern*	Sec. 31.02(B)(11)

SEC. 3: That the job description for Building Official is hereby accepted and approved.

SEC. 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 5: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to begin the hiring process for this position; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: July 14, 2014

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: July 15, 2014

SIGNED: Dennis Hanwell
Mayor

PROPOSED

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Building Official

REPORTS TO: Community Development Director/ Safety Director

DEPARTMENT/DIVISION: Community Development / Building

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Full-time

EXEMPT STATUS: Exempt

CLASSIFICATION FEATURES: The person in this classification oversees the Building Division of the City of Medina, including enforcement of regulations for all Use Groups or Occupancies in accordance with the Ohio Building Code and the City of Medina Codified Ordinance Chapter 13, and skilled inspections assuring compliance with rules adopted by the City's Ordinances, Ohio Department of Commerce, Division of Industrial Compliance, Ohio Board of Building Standards, and Ohio Building Code. **The individual in this classification is responsible for administering the backflow prevention procedures mandated by the Environmental Protection Agency with the assistance of the Water Superintendent.** The Building Official is appointed by the Mayor, confirmed by City Council and is under the administrative supervision of the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

Supervises the activities of the Building Division personnel by managing daily activities and assigning duties.

Communicate daily with the Community Development Director to update on the Building Division's activities.

Manages and prepares the Building Division's annual budget.

Enforces State and City building codes and ordinances by inspecting properties within the City and issuing and filing Non-Code Compliance Notices, Orders and Stop-Work Orders when State and City building codes are not followed.

Reviews plans and specifications submitted to the Building Division for approval of new housing, commercial, industrial, additions and alterations for compliance with applicable Codes and Ordinances.

Supervises issuance of all permits issued by the Building Division.

Prepares and files citations for non-code compliance and issues stop work orders for non-code compliance.

Manages enforcement of housing and property maintenance codes within the City.
Serves as Secretary of the Board of Building Code Appeals and Property Maintenance Code Appeals.

Updates fee schedules and ordinances pertaining to building, electrical, mechanical, fire suppression and property maintenance codes.

Inspects mechanical components for compliance with Ohio Building Code and Chapter 13 of the City of Medina Codified Ordinances.

Maintains daily records and reports of inspections performed by Building Division personnel.

Approves structures for occupancy after it is determined that all regulations and codes have been complied within its construction.

Approves for use all mechanical equipment after all regulations and applicable codes have been complied with.

Advises permit holders and those seeking permits as to various State and City building codes.

Advises permit holders of various codes for compliance and alternative compliant methods of construction.

Remains current on building, electrical, mechanical, sprinkler, alarm, and other applicable state and local codes and ordinances.

Investigates building code and ordinance complaints and recommends appropriate action for handling complaints.

Performs special investigations as required and recommends appropriate remedial action for violation of codes and ordinances.

Attends continuing education and other seminars to keep all certifications current.

Administers the City's cross connection program.

Interprets and enforces City ordinances and regulations and statutes governed by the Environmental Protection Agency pertaining to backflow prevention devices.

Assists Water Superintendent in preparing and submitting required Environmental Protection Agency reports.

Assist Engineering Department with field inspection of storm water and erosion control measures on active public and private construction projects.

Maintains regular and consistent attendance.

Attends office staff meetings.

Attends Council and Council Committee meetings as required.

EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED. Certification and experience as a Professional in Erosion and Sediment Control.

License:

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

Certifications:

- Certification as required by the OBBS, Department of Commerce, Division of Industrial Compliance.
- Building Official and Building Inspector Certification from the Ohio Department of Commerce, Division of Industrial Compliance, and Ohio Board of Building Standards.
- Ohio Residential Building Official Certification.
- Ohio Residential Plumbing Inspector
- Plumbing Inspector
- Certification for completion of backflow training.
- Certified Professional in Erosion and Sediment Control (CPESC-IT) as issued by EnviroCert International, Inc.

QUALIFICATIONS

Knowledge of:

- Building, electrical and mechanical materials, designs, and practices;
- State and City building statutes, codes and ordinances;
- Building plans, specifications, blueprints and other documents used in preparation or planning of new construction;
- Principles, methods and practices of new construction and structural engineering;
- Preparing and maintaining a budget for a public department;
- Computer applications related to work;

- Principles and practices of employee supervision and management; and
- Standard office support practices and procedures, including the use of standard office equipment.

Skilled in:

- Reading and interpreting building plans, specifications, blueprints and other documents used in preparation or planning new construction;
- Detecting structural, electrical and mechanical faults and violations of City and State codes and ordinances;
- Preparing and managing department budgets; and
- Interpreting and analyzing City and State statutes, codes and ordinances.
- Maintaining accurate records and reports; and
- Interpreting reports and data.

Ability to:

- Communicate effectively in writing and orally with co-workers, supervisors and the general public;
- Operate a motor vehicle safely;
- Establish and maintain effective working relationships with City employees, building owners, architects, designers and contractors under stressful circumstances;
- Provide administrative and professional leadership and direction to Building Division personnel;
- Work independently with little to no supervision; and
- Understand and follow complete oral and written instructions.

PHYSICAL DEMANDS:

Strength and ability sufficient to climb into or onto various locations at building sites, climb and descend stairs and climb into and operate a motor vehicle. This position also involves occasional standing, walking, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

The Building Official works in an office environment and at times, works outside under a variety of weather conditions, including extreme weather. The Building Official also interacts with other City employees and the public, often under stressful situations.

WORKING CONDITIONS:

May be required to work outside of normal business hours including evenings, weekends and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____