



## Job Announcement

### Chief Building Official

Springdale, Ohio

Posted: June 20, 2024

Closing Date: Open until filled

The City of Springdale, Ohio is seeking a dynamic and experienced professional to serve as the **Chief Building Official**. The City of Springdale is located in Hamilton County, approximately twenty miles north of downtown Cincinnati. It is home to a highly developed commercial/industrial community, as well as stable, well-maintained residential neighborhoods with a population of approximately 11,007 (2020 US Census).

The Chief Building Official oversees and coordinates the functions and activities of the City's Building Department. This position enforces municipal and state building codes, municipal zoning codes, property maintenance codes, and other land use regulations as per the Springdale Code of Ordinances. The Chief Building Official also oversees the Plan Review functions for commercial and residential buildings, and serves as the City Administration's liaison to various Boards and Commissions, including receiving applications, tracking attendance, and preparing agendas.

### Essential Functions and Duties:

1. Supervise the Building Department's daily administrative activities, including reviewing applications and plans, issuing permits, coordinating inspections, scheduling Planning Commission and Board of Zoning Appeals reviews, managing the Department budget, maintaining records, and preparing reports and correspondence.
2. Manage and coordinate plan review activities, either personally if certified or through certified contractual employees.
3. Stay current on code changes and recommend updates to local codes.
4. Periodically review and recommend revisions to the building permit fee structure.
5. Represent the Department at monthly Planning Commission and Board of Zoning Appeals meetings or ensure adequate representation.
6. Attend City Council and other evening meetings as required.
7. Oversee the counseling and performance evaluation of all Department personnel and make recommendations for disciplinary actions when appropriate.
8. Stay informed on new and improved code administration techniques through seminars, training, and conferences.

## **Experience and Qualifications:**

1. Bachelor's degree in Engineering, Architecture, Planning, or closely related field. A Master's degree is preferred.
2. At least seven years of experience in building or planning department operations, construction, or building design.
3. Possession of one of the following certifications:
  - Residential Building Official (RBO) and Building Official (BO) by the State Board of Building Standards per §3781.10 of the Ohio Revised Code.
  - Certified Planner (American Institute of Certified Planners).
  - Eligibility for Interim Certification as RBO and BO within six months of employment, with full certification within two years of appointment.
4. Ability to supervise and coordinate the Building Department's functions, programs, and budget. Must be able to read, interpret, and implement City ordinances and codes, communicate relevant information effectively, and maintain effective working relationships with various stakeholders.
5. Strong judgment, business writing, public speaking, presentation skills, and proficiency in using various software packages. Must have good customer service skills and strong public relations skills.
6. Ability to conduct complex research and prepare well-organized reports.

## **Salary and Benefits:**

This position includes a competitive salary range of \$90,481.98 - \$141,151.88 (DOQ) and offers a comprehensive benefits package, including health insurance, and contributions to the Ohio Public Employee Retirement System. This is an FLSA Exempt position and serves at the discretion of the Mayor and City Administrator.

## **How to Apply:**

Qualified and interested individuals are required to submit a detailed cover letter, resume, and three professional references to the contact listed below. The position will be open until filled, with a first review of resumes on July 8, 2024. All documents should be submitted at the same time and may be mailed, emailed, or delivered to the attention of:

**Stephanie Morgan**  
**Human Resources Administrator**  
**City of Springdale**  
**11700 Springfield Pike**  
**Springdale, OH 45246**  
**(513) 346-5700**  
[smorgan@springdale.org](mailto:smorgan@springdale.org)

The City of Springdale is an Equal Opportunity Employer.

**WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY**