

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION 12/08/98:buldregm.doc	CLASS TITLE: BUILDING REGULATIONS MANAGER	CODE: 85205
	MAJOR AGENCIES: BCC (COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Management level in area of building regulations enforcement under general managerial direction of the Director, Community & Economic Development requiring extensive knowledge of state laws, applicable building codes and regulations, construction and inspection techniques, architectural plans, management principles and public relations as a registered architect or engineer, certified building official, plans examiner, and building inspector with a certified building department in order to manage the Building Regulations operations to ensure adherence to residential and commercial building codes as the Certified Building Official for the county and supervise assigned building regulations staff as outlined in rank 1 job duties 50% of the time and also must perform rank 2 job duties.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Manages the Building Regulations operations, develops, implements, and updates comprehensive policies & inspection programs for the enforcement of building standard codes, provides comprehensive interpretations of Ohio Basic Building Code (O.B.B.C.) and residential codes and regulations, arbitrates code interpretation disputes, examines and renders final approval of commercial construction plans for compliance with local regulations, regularly monitors and recommends modifications to existing codes and policies in keeping with new trends, materials, fee adjustments, develops and modifies department policies in accordance with overall guidelines, responsible for required reports, documents and records, completes annual department budget, supervises the plans examiners, Inspection Supervisor and other assigned staff in building regulations.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> (registered architect or professional engineer per ORC Section 4703.06), (certification as certified building official, plans examiner and building inspector), 1 (budgeting), 5 (management), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices),* 11a (public relations), 13 (office practices and procedures),* 14 (government structure and process), 15 (counseling), 16 (interviewing), 17 (business), 23 (law--applicable regulatory requirements); <u>Skill in</u> 29 (equipment operation--architecture & engineering equipment, motor vehicle); <u>Ability to</u> 30b (recognize unusual or threatening conditions & take appropriate action), 30k (understand practical field of study (e.g., engineering, architecture), 30l (define problems, collect data, establish facts & draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals & manuals, review plans, determine compliance with building codes and other applicable regulations and standards and take appropriate technical action),</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Certified building official (C.B.O.), plans examiner and building inspector certifications as issued by the Ohio Board of Building Standards and must be Ohio registered architect or professional engineer per ORC Section 4703.06. Must have current valid Ohio driver's license with acceptable driving record. 5 yrs. related experience in building design and construction or building inspection (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must maintain certifications and Ohio registration as professional engineer.
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2	<p>Provides technical information, objective judgment and/or advises of potential adverse impacts regarding building regulation matters, makes recommendations to licensing and appeals boards as related to specific problems and/or data required by these agencies, represents county on various boards, acts as county liaison with trade industries as well as professional groups and other enforcement agencies, promotes citizen and industry acceptance and satisfaction while maintaining protection of the public, ensures uniform application to all existing and proposed projects, performs site inspections to resolve difficult problems, operates motor vehicle to visit sites, establishes and maintains constructive working relationship with various agencies, responds to inquiries and resolves complaints of general public on code requirements.</p> <p>(Performs Related Duties As Required)</p>	<p>30r (deal with many variables & determine specific action (e.g., research, production), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 34f (handle sensitive inquiries from & contacts with building owners, architecture, engineers, business executives, development contractors, officials & general public), 34g (establish friendly atmosphere as division or large section chief), 34i (resolve complaints from angry citizens & government officials).</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (as registered professional engineer or architect) with a certified building department or 2½ yrs. management experience in building design and construction or building inspection (as a registered professional engineer or architect) with a certified building department. - OR alternative, equivalent evidence of the Minimum Class Requirements may be substituted for experience required but not for mandated licensure and registration. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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