

CITY OF OBERLIN, OHIO

ORDINANCE NO. 26-67 AC CMS

AN ORDINANCE TO AMEND AND UPDATE THE JOB DESCRIPTION FOR THE POSITION OF CHIEF BUILDING OFFICIAL TO GO INTO IMMEDIATE EFFECT

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio:

SECTION 1. That the proposed job description for the position of Chief Building Official in the Building and Zoning Department, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

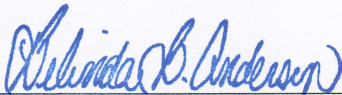
SECTION 3. To approve a job description for the revised position of Chief Building Official to ensure the efficient operation of the City Administration, and provided that at least five (5) members of Council determine by motion, this Ordinance shall go into full force and effect immediately after its passage; otherwise, it shall take effect on the earliest date allowed by law.

PASSED: 1st Reading: September 8, 2026

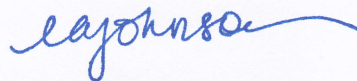
2nd Reading: September 21, 2026

3rd Reading: October 5, 2026

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



EBONI A. JOHNSON
PRESIDENT OF COUNCIL

POSTED: 10/06/2026

EFFECTIVE DATE: 10/05/2026

CITY OF OBERLIN JOB DESCRIPTION

Chief Building Official

Title: Chief Building Official

Department: Building and Zoning

Supervisor: City Manager

**Positions
Supervised:** Building and Zoning
Department Staff

Status: Full-time

**Civil Service
Status:** Unclassified

FLSA Status: Exempt

**Exemption
Category:** Administrative

**Bargaining
Unit:** None

Pay Grade: 7

Schedule: Regular business hours, some evening and weekend hours as needed

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties: The Chief Building Official directly supervises assigned staff and directs day-to-day operations of the Building and Zoning Department, including building, zoning, planning and code enforcement functions. This position organizes, directs and enforces the City and State building code standards.

Minimum Qualifications:

Must have a high school diploma or equivalent. A bachelor's degree in construction related field, architecture, business administration or similar field is preferred but not required. Shall hold an ICC certification recognized by the Ohio Board of Building Standards as a Chief Building Official and per State of Ohio certification must have one of the following:

- Ten years of experience as a contractor or superintendent of building construction
- At least 5 years of experience in building design and construction as an Ohio registered architect or professional engineer
- At least 5 years of experience as a residential building official with a certified building department

Possession of Board of Building Standards certificates of competency in the building, electrical HVAC and/or plumbing fields is desirable but not required. Must possess a valid Ohio driver's license.

Certification or credentialing in ICC Green Building Standards, LEED Green Associate, or other industry-recognized green or sustainable construction credentials are desired but not required.

Primary Job duties:

- Develops procedures, goals, objectives and policies for department
- Supervises, trains and evaluates department staff, including contract employees, and directs day-to-day operations of the Building and Zoning Department
- Manages the enforcement of all applicable Ohio Building Code requirements and municipal ordinances relating to building and related construction within the city
- Serves as the liaison to contractors, industry, staff and the public by providing code guidance and compliance with local laws, ordinances, codes and policies
- Reviews site plans, construction plans and permits for compliance with building and zoning codes
- Issues notices of violation, stop-work orders, demolition orders, and other enforcement actions as needed.
- Coordinates activities with and provides guidance to engineers, contractors, builders or owners
- Examines complex permit applications, plans, specifications and development proposals
- Interprets commercial & residential building plans & specifications for compliance with applicable State & local laws, ordinances, codes and policies.
- Develops and administers the department budget and oversees expenditures.
- Coordinate Department activities to advance the goals and objectives in the City's Comprehensive Plan, Social Equity Plan, Climate Action Plan, and other adopted policies and objectives
- Establishes and maintains accurate, current and complete department records and ensures recordkeeping compliance with relevant regulations
- Responds to public records requests as needed
- Serves as the staff liaison to assigned boards and commissions.
- Performs other duties as may be assigned or required

Required Knowledge, Skills and Abilities:

- Knowledge of state and local building codes, regulations and procedures
- Knowledge of local government practices and procedures including public sector procurement
- Knowledge of Ohio Public Records Laws and related regulations regarding records retention and destruction
- Knowledge of City of Oberlin policies/procedures
- Knowledge of procedures regarding various committees, boards and commissions
- Ability to establish and maintain effective working relationships with supervisors, co-workers, direct reports, other City employees, business representatives and members of the public
- Ability to operate industry-specific computer software, as well as software for word processing, spreadsheet, database management, power point presentations
- Ability to plan, organize and direct department activities.
- Ability to represent the City in community and professional meetings, make formal presentations and respond to questions
- Ability to communicate effectively, both verbally and in writing.
- Ability to work independently.

- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

Work Environment and Equipment Utilized: Indoor and outdoor environments; work alone; travel from site to site; may be exposed to extreme conditions of weather, sound, odor, and other unpleasant conditions and hazards. Standard office equipment is utilized routinely in the job. The employee may perform routine physical tasks such as bending, squatting, lifting (20 lbs.) and reaching.

Approved by:

Supervisor Signature/Date

Appointing Authority Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Reviewed by Civil Service Comm.:

Reviewed by City Council:

Employee Acknowledgement:

By signing below, I acknowledge that I have received a copy of this job description.

Employee Printed Name

Employee Signature/Date