

# **Job Posting**

## **Building Commissioner**

The City of Middleburg Heights is currently hiring a full-time Building Commissioner. The Building Commissioner is generally responsible for supervising Building Department and Housing Division staff, managing and administering the City's code enforcement program for residential and commercial properties, and enforcing zoning codes.

### **General Duties:**

The Building Commissioner's duties include administering and enforcing all State statutes and Municipal ordinances relating to building and zoning; reviewing all plans submitted for construction and to issue all licenses and permits regarding any and all construction, remodeling and repair and approve insurance policies and bonds of all contractors and subtrades operating in the City, supervising all inspectors and inspections, and issuing all Certificates of Occupancy and Re-Occupancy.

The Building Commissioner shall also be responsible for training staff, conducting interior/exterior inspections and re-inspections of residential and commercial properties, responding to inquiries and complaints, and making rental and vacant property inspections. The Building Commissioner shall also be responsible for reviewing the records of inspectors and assisting with the preparation of cases that will be referred to the City prosecutor.

The Building Commissioner must attend evening meetings of the Planning Commission, Board of Zoning Appeals and any other evening meetings as assigned.

Applicants must have the physical ability to work independently, manage staff, and make decisions regarding violations of the City's housing and building codes. Punctuality and regular attendance shall be maintained during City Hall hours Monday through Friday 8:30 a.m. – 5:00 p.m. (40 hours per week).

### **Qualifications:**

The qualified applicant shall have at least five years of experience in the building trades or related occupations and need not be a resident of this City. Any additional technical training in construction methods and standards is preferred. A current certification as an ICC property maintenance and housing inspector is also highly desirable. Strong candidates will also have a valid Ohio driver's license, an acceptable driving record, excellent writing skills and exceptional verbal skills. College education in the applied sciences preferred (e.g., architectural studies, civil engineering, mechanical engineering).

Candidates that have become certified with the state of Ohio in the following areas are also highly preferred:

**Commercial**

Building Official  
Building Inspector  
Mechanical Inspector  
Plumbing Inspector  
Fire Protection Inspector  
Electrical Safety Inspector

**Residential**

Building Official  
Building Inspector  
Mechanical Inspector  
Plumbing Inspector  
Electrical Safety Inspector

**Salary Range:**

\$49.58 - \$61.95/hour

**Send Resume To:**

Middleburg Heights Building Department  
15700 Bagley Road  
Middleburg Heights, OH 44130

or e-mail to [ssadler@middleburgheights.com](mailto:ssadler@middleburgheights.com)