

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 08/27/2021

**Response Deadline:** 09/06/2021 \*

\* RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED.

<b>Agency:</b> Building and Zoning	<b>Job Title:</b> Building and Electrical Manager
<b>Classified</b> <input type="checkbox"/> <b>Unclassified</b> <input checked="" type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$54,579.20 - \$80,038.40
<b>Work Location:</b> 130 High Street, Hamilton, OH	<b>Hours of Work:</b> M-F 8:00a – 5:00p

**ESSENTIAL FUNCTIONS:**

- (1) Under supervision of the Building and Zoning Administrator, manages day-to-day building inspection activities; ensures compliance with County and State of Ohio Building and Residential Codes; performs field inspections of construction and building activities, including inspection of new buildings when footer is poured, when framing is erected, and prior to occupancy; inspects insulation and ventilation and final inspections; ensures quality work by Building and Electrical Inspectors supervised; prepares and reviews inspection reports.
- (2) Responds to inquiries and complaints from general public as well as contractors, builders, architects, and developers; and meets with outside parties as needed to resolve construction and code problems; prepares correspondence and notifies property owners and building contractors of problems and issues and of changes in applicable codes; may attend court cases and appeals as needed.
- (3) Reviews all new construction and renovation building plans for dwellings and structures with three or fewer family units; recommends changes to plans to meet building code requirements; computes value of permits and assesses fees; processes permit applications; and prepares reports.
- (4) Supervises, assigns work, conducts performance evaluations, tracks certifications and licensure, and directs the activities of Inspectors on a daily and project-by-project basis (includes assigning work, interviewing applicants and recommending hire, recommending discipline as needed, evaluating employee performance and recommending pay increases as warranted, receives and resolves employee grievances and complaints, attends labor negotiations; trains and supports Inspectors and provides cross training for subordinate positions; and recommends and/or develops division policies and procedures.

- (5) Must be available by phone or in person outside of normal business hours to provide expertise and guidance regarding situations that pose an imminent threat to public health or safety.
- (6) Other departmental duties as assigned by the Director of Development or Building & Zoning Administrator.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**REQUIRED QUALIFICATIONS:**

- High School diploma or GED; and
- Four (4) years experience in building code compliance, or ten (10) years experience in building design, construction, or inspection; or
- Any combination of education, training and/or work experience equivalent to the minimum qualifications stated above.

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011  
or email to [resumes@bcoho.us](mailto:resumes@bcoho.us)  
Please indicate Job Title in subject line.

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**