

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/13/12 de

ANNOUNCEMENT NO. 11

ASSISTANT BUILDING OFFICIAL

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$42,758.15 - \$137,860.74** per year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JANUARY 27, 2012 UNTIL POSITION IS FILLED.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under supervision of the Deputy Director and Chief Building Official, oversees the technical aspects and provides interpretations of Ohio Building Code- and the Residential Code of Ohio-related work for all certified staff including Plan Examiners, Building Inspectors, Mechanical Inspectors, Plumbing Inspectors, Electrical Safety Inspectors, Elevator Inspectors, and Fire Protection Inspectors. Reviews and approves correction letters, adjudication orders, plan approval letters, and violation notices. Presents City's position at Local and State appeals boards. Prepares and submits yearly Operational Report to Board of Building Standards. Assists in providing continuing education opportunities for certified staff. Represents the Department and City in certain litigation. Acts as an on-call (24/7) emergency responder to building failures and collapses. Reviews and approves vacate orders and emergency demolitions. Performs other job-related duties that pertain to enforcement of the Cleveland Housing, Building, and Zoning Codes as well as the Ohio Building, Mechanical, Electrical, Plumbing, and Residential codes as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Architecture or Engineering from a four-year accredited college or university is required. Ten years of full time paid experience in building design and construction for buildings or structures within the scope of groups regulated by rules of the Board of Building Standard OR ten years experience in plan review is required. Must have a State of Ohio Architect License or Professional Engineer License. State of Ohio Board of Building Standards (OBBS) certifications as a Master Plan Examiner as well as a Residential Building Official and Building Official are required and must be maintained throughout employment. A valid State of Ohio Driver's License is required. Must be computer proficient in using Word, Excel, and Microsoft Office. Must be able to lift and carry 30 pounds.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER