

CHIEF BUILDING OFFICIAL JOB ANNOUNCEMENT



www.imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 33,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private

schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the city, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, Great Wolf Lodge, the Beach Waterpark, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men's and women's tennis tournament. Seven city parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team. The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over \$80 million.

Chief Building Official

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

Candidate Qualifications Profile

Hiring Range: \$80,500 and Up DOQ
Classification: Unclassified
Reports To: City Engineer
FLSA: Exempt
Posted: June 24, 2020
Department: Engineering & Bldg.
Status: Full-Time

General Statement of Duties and Distinguishing Features of Class

This is a responsible supervisory position performing all operations pertaining to commercial and residential building permits and code enforcement activities in the City of Mason. This position is distinguished by its supervisory nature and a wider variety of assigned projects and a greater degree of technical difficulty in assigned tasks. The Chief Building Official must be self-motivated, highly competent, detail oriented and work well with the public. The work is performed under the general direction and supervision of the City Engineer but extensive leeway is granted for the exercise of independent judgment.

The Chief Building Official provides direction and supervision of the day to day activities of the Building Department including management of personnel, review and oversight of all applications, plan reviews and issuance of all permits. Works closely with the other departments and strives to provide professional, cost effective and timely services to facilitate and support economic development in the City of Mason.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Supervise and coordinate Building Department functions and activities, including enforcing the municipal and state building codes, municipal zoning code and other regulations as required by the Mason Codified Ordinances.
- Make recommendations for fee adjustments;
- Assign, supervise and review work of Building and Electrical Inspectors and Plans Examiner;
- Develop and issue procedural instructions to inspectors;
- Conduct plan review for commercial and residential buildings within the City, such as: electrical, mechanical, sprinkler, fire alarm, and structural plans and specifications for conformance to building codes, laws, ordinances and regulations;
- Coordinate plan reviews with the Fire Department, Engineering Department and other departments as needed;
- Stay updated on changes to building and electrical codes and assists in making any revisions needed to local codes;

- Serve as the Floodplain Administrator;
- Act as assistant to the City Engineer in a wide variety of administrative, technical and professional assignments;
- Prepare special reports for the City Engineer on construction, maintenance;
- Oversee development of plans and specifications for wide variety of municipal building projects, supervising and participating in project design decisions requiring a high level of technical and professional knowledge of architectural and code related principles, methods and techniques;
- Provide technical assistance to the public and to other municipal divisions and departments;
- Maintain all records, permits, inspection documents, relevant hardcopy and computer records and files;
- Answer and respond to public inquiries and complaints and refers matters to appropriate City or other public agencies;
- Assist City Engineer in preparation and administration of Building Department budget, activity reports to the City Manager, year-end reports and employee evaluations; and
- Develop and implement department policies and procedures in accordance with overall guidelines established by the City Engineer;
- Perform related duties and responsibilities as required.

Skills, Knowledge, and Abilities

The following is preferred:

- Thorough knowledge of architectural principles, practices and guidelines;
- Thorough knowledge of building construction and related maintenance, design, methods, materials and techniques;
- Possess strong professional judgment, business writing, public speaking and presentation skills, and computer skills, demonstrating the ability to learn, manipulate, and navigate through a variety of related software packages.
- Thorough knowledge of and skill in the use of computer applications for word processing, spreadsheet, database, etc.;
- Thorough knowledge business mathematics, including algebra, geometry, and trigonometry;
- Bring a collaborative leadership style to the position, developing and maintaining effective working relationships with residents, developers, building and property owners, other employees, civic groups, the business community and the public.
- Ability to plan, organize, prioritize, direct, supervise, motivate and evaluate the work of others;
- Ability to make complex and difficult field and office computation quickly and accurately;
- Ability to read and interpret complex building codes and plans;
- Ability to communicate well with employees and supervisory personnel, property owners, contractors, subcontractors and the general public;
- Ability to prepare accurate and reliable reports containing technical data, findings and conclusions;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions;

Candidate Qualifications Profile (Cont.)

- Ability to perform a wide variety of difficult technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information;
- Ingenuity and inventiveness in the performance of assigned tasks.

Minimum Education, Experience, and Requirements

- Possess a valid driver's license with driving privileges in the State of Ohio;
- Be registered as a Professional Engineer or Architect in the State of Ohio;
- Possess at least interim certifications with the Ohio Board of Building Standards as both a Building Official and a Master Plans Examiner and obtain permanent certifications as both within two years of hire date.

Physical Requirements:

- Clarity of speech and hearing which permits the employee to communicate well with City employees, supervisory personnel, property owners, contractors, subcontractors and others regarding assigned projects;

- Able to sit for extended periods of time working on keyboarding activities, entering data, reviewing plans and specs, etc.;
- Lift up to 35-50 pounds of materials independently;
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation;
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation;
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature;
- Must have the physical dexterity to perform building inspections;
- Ability to climb ladders;
- Ability to enter buildings without finish goods;
- Ability to bend under overhangs;
- And other activities necessary for the position.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision Coverage - Two Options/Plan A and B
 - Plan A - Vision coverage of \$200 per dependent available for less than \$4 per month. Dental coverage of \$750 per dependent available for less than \$6 per month.
 - Plan B - Vision & Dental combination: Vision & Dental coverage of \$1,200, \$2,500, or \$4,500 for less than \$32 per month.
- Paid holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day.
- Sick leave - Accrual rate of eight hours of sick leave for every thirty days worked (sick leave may not be taken while on probation).
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. (Carry-over is allowed up to three times current earned hours.)
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Introductory period of six months, merit increase upon successful completion of the introductory period.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- 1.12% earnings tax withheld.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all of the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

Please Apply Online

www.imaginemason.org