CHIEF BUILDING AND ZONING INSPECTOR

The Willoughby Civil Service Commission is accepting applications for the position of Chief Building & Zoning Inspector. This position is responsible for administering and enforcing applicable building codes, zoning ordinances, and property maintenance regulations to protect the health, safety, and welfare of the community.

Candidates should possess relevant experience in building inspection, construction, zoning administration, or code enforcement, along with a thorough knowledge of building codes regulated by the Ohio Board of Building Standards, municipal zoning ordinances, and property maintenance regulations. The successful candidate must be able to interpret construction plans and specifications, identify code violations, and determine appropriate corrective actions. Strong communication, organizational, problem-solving, and recordkeeping skills are essential, as is the ability to work independently, exercise sound judgment, and apply regulations fairly and consistently. The position also requires the ability to establish and maintain effective working relationships with elected officials, colleagues, contractors, design professionals, business and property owners, their representatives, and members of the public.

High school diploma or equivalent required; an associate degree in construction management, public administration, or a related field is preferred. Possession of applicable certifications issued by the Ohio Board of Building Standards, including Residential and Commercial Building Official certifications and other certifications appropriate to the position. Must meet applicable state and local certification requirements.

Benefits include medical, vision, dental, and life insurance. Paid holidays, vacation, sick time, and personal days. Retirement benefits are paid through the Ohio Public Employees Retirement System. Salary will be commensurate with qualifications and experience. Applications accepted until December 18, 2026 or until the position is filled. Please submit resume and application to civilservice@willoughbyohio.com (please include “Chief Building & Zoning Inspector” in the subject line) or City of Willoughby, One Public Square, Willoughby, Ohio 44094, Attn: Civil Service Commission. Applications are available online at www.willoughbyohio.com/employment

AN EQUAL OPPORTUNITY EMPLOYER

CHIEF BUILDING AND ZONING INSPECTOR
(BUILDING OFFICIAL)

RESPONSIBILITY: Responsible for overseeing the administration and enforcement of the City's building, zoning, and property maintenance codes and ordinances in accordance with applicable local and state regulations. Supervises departmental personnel and operations, including plan reviews, inspections, permitting, code enforcement, and recordkeeping. Provides technical guidance to City officials, boards, contractors, and the public while ensuring compliance with applicable codes and standards to protect public health, safety, and welfare. Maintain Building Official and building department certifications as required by the Ohio Board of Building Standards.

EXAMPLES OF DUTIES: Any employee may be required to perform other duties in any emergency, or for short periods of time when substituting for another employee who is on authorized leave without any change in title or rate of pay.

- Inspect residential, commercial, and industrial buildings during and after construction, alterations, and repairs to ensure compliance with applicable codes, approved plans, permits, and specifications.
- Review construction plans, drawings, and specifications for code compliance and assist with permit review and approval.
- Enforce building, zoning, and property maintenance codes and ordinances; investigate complaints and unauthorized construction or property use.
- Identify violations, issue notices, establish compliance deadlines, and conduct follow-up inspections to verify corrective action.
- Maintain accurate inspection reports, case files, photographs, correspondence, and enforcement records.
- Communicate code requirements and violations to property owners, contractors, and the public; provide technical guidance and respond to inquiries.
- Coordinate with City departments, boards, and other agencies on building, zoning, and enforcement matters.
- Assist the Law Director in the prosecution of zoning and property violations.
- Assist Boards & Commissions as necessary.
- Attend scheduled Council and Planning Commission meetings.
- Perform other related duties as assigned.
- Supervise personnel assigned to the Division Building and Zoning and assign duties to office personnel.
- Oversee department records included but not limited to annual reports, correspondence, zoning and property maintenance notices and violation reports, construction documents, plans review, permits, inspection reports, Boards and Commissions meetings and agendas and other records of department business.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:
Relevant experience in building inspection, construction, zoning administration, or code enforcement.

Knowledge of applicable building codes regulated by the Ohio Board of Building Standards, City zoning ordinances and property maintenance regulations.

Ability to interpret construction plans and specifications, identify violations, and determine appropriate corrective actions.

Strong communication, organizational, problem-solving, and recordkeeping skills.

Ability to work independently, exercise sound judgment, and apply regulations fairly and consistently.

Ability to maintain working relationships with elected officials, associates, contractors, design professionals, business and property owners or their agents and the public.

Ability to make detailed written and oral reports.

PHYSICAL DEMANDS & WORKING ENVIRONMENT
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Environment -** Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust and electrical currents on constructions sites.

- **Physical -** Primary functions require walking (including on rough terrain), climbing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping and repetitive motions.

- **Vision -** See in the normal visual range with or without correction.

- **Hearing -** Hear in the normal audio range with or without correction.

DESIRABLE TRAINING AND EXPERIENCE REQUIREMENTS:
High school diploma or equivalent required; an associate degree in construction management, public administration, or a related field is preferred.

Possession of applicable certifications issued by the Ohio Board of Building Standards, including Residential and Commercial Building Official certifications and other certifications appropriate to the position. Must meet applicable state and local certification requirements.

Obtain continuing education hours as required by the Ohio Board of Building Standards to maintain Building Official certification.

Possession of a valid State of Ohio motor vehicle operator's license.

PROBATIONARY PERIOD: One year

Date approved by the Civil Service Commission: 11/18/2026