

Position Title: Chief Building Official/Architectural Review Officer

Department: Building and Zoning

Reports To: City Manager

FLSA Status: Exempt

General Statement of Duties

Chief Building Official: responsible for the administration, interpretation, and enforcement of all applicable building, zoning, and property maintenance codes within the City of Madeira. This position ensures construction and development activities meet all legal, safety, and quality standards as established by the State of Ohio and the City of Madeira. Serves as the City's authority on building code compliance and enforcement.

Architectural Review Officer: responsible for implementation of duties outlined in Chapter 161 of the City's Code of Ordinances, including review and approval of exterior construction and signage in the commercially zoned districts and advise Planning Commission on site development plans. Distinguishing Features of the Class  
This is a high-level technical and administrative position requiring extensive knowledge of building codes, zoning regulations, construction methods, and safety standards.

The Chief Building Official

performs inspections, reviews plans, provides guidance to developers and citizens, and supervises building department personnel. The position requires strong decision-making skills, independent judgment, and the ability to resolve complex issues related to construction and code compliance.

Essential Job Functions

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Examine and approve building plans and specifications for compliance with all applicable State of Ohio and City of Madeira codes and regulations.

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Inspect residential, commercial, and industrial construction sites at various stages of development, including new builds, alterations, and repairs.

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Monitor site conditions and foundation work to ensure structural integrity and zoning conformity.

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Issue stop-work orders for non-compliant projects as needed and provide recommendations for correction.

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Conduct final inspections and certify buildings for occupancy upon project completion.

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Advise on matters related to building codes, materials, and methods of construction.

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Serve as a technical resource for architects, engineers, contractors, and property owners regarding code interpretations and standards.

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Participate in zoning code updates and revisions.

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Represent the City in enforcement actions and appear in court on violations of building and zoning codes as needed.

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Review and approval exterior construction and signage in the commercially zoned districts and advise Planning Commission on site development plans.

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Supervise inspectors and staff within the department.

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Maintain accurate records of inspections, violations, permits, and correspondence.

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Perform related duties as assigned or required.

Required Knowledge, Skills, and Abilities

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Comprehensive knowledge of local, state, and national building codes, zoning ordinances, and related laws.

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Ability to read, interpret, and apply construction plans, blueprints, and technical specifications.

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Strong knowledge of construction materials, methods, and systems for all building types.

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Skill in identifying code violations and recommending effective corrective actions.

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Clear and professional communication skills.

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Ability to manage and supervise personnel and departmental activities effectively.

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Strong organizational and recordkeeping skills.

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Physically able to conduct field inspections in varying conditions.

#### Minimum Qualifications

##### Education and Experience:

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A minimum of five (5) years of experience in building construction as a registered architect or professional engineer, currently licensed in the State of Ohio;

OR

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Ten (10) years of progressive experience as a building inspector, contractor, or superintendent, including at least five (5) years in a position of responsibility in charge of construction work.

##### Certifications and Licenses:

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Valid State of Ohio Building Official Certification.

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Maintain all required certifications as mandated by the State of Ohio Board of Building Standards.

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Possession of a valid Ohio driver's license.

#### Work Environment and Physical Requirements

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Work is performed both in an office environment and in the field.

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Fieldwork requires exposure to inclement weather, construction site hazards, and physical agility for inspections (e.g., climbing ladders, entering crawl spaces).

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May be required to attend evening meetings or respond to emergencies outside of normal business hours.

Reasonable accommodation may be made to enable individuals with disabilities to perform the

essential functions, providing that accommodation(s) does not create an undue hardship for the

employer, remove an essential job function, and/or create a direct safety threat to the individual, or others.

**Interested parties should email resumes to Lori Thompson  
([lthompson@madeiracity.com](mailto:lthompson@madeiracity.com))**