

City of Fairfield Building Superintendent

Pay: \$100,000.00 - \$115,000.00 per year

Job description:

The City of Fairfield, Ohio is seeking qualified candidates for the role of Building Superintendent. This is a senior managerial position that supervises and leads the City's Building Division. The Superintendent supervises four full-time and one part-time employees, including two building inspectors, two clerks, and a part-time electrical plan reviewer. The position is part of the Development Services Department and will report directly to the Director of Development Services. Your application is not complete until you apply on our website at <http://www.fairfield-city.org>

Summary of Responsibilities

Review all building permit applications for compliance with Ohio Building Codes, City of Fairfield ordinances, and other adopted or referenced codes and standards to ensure buildings are safe for occupancy. Enforce laws relating to the construction, alteration, repair, removal, demolition, use, occupancy, location and maintenance of buildings, structures and service equipment. Advise customers regarding code interpretations, construction methods/procedures, finalizing of plans, and planning future projects. Issue Certificates of Occupancy for completed projects.

Maintain strong public relations with permit applicants and potential permit applicants while ensuring that all codes and regulations are uniformly interpreted and applied. Answer applicant questions in writing, on telephone, and in person at the permit counter. Work collaboratively with code enforcement inspectors regarding building code violation notices. Perform other administrative and technical work as required.

Requires frequent coordination with other City departments, including Fire, Public Works, and Public Utilities. Occasional evening meetings are required in association with the Board of Zoning Appeals, Planning Commission, and/or City Council.

Pay Range

\$100,000 – \$115,000, based on qualifications and experience.

Minimum Qualifications

- Must possess either Level 4 Plans Examiner or Level 5 Commercial Building Official certification from the Ohio Board of Building Standards, or alternatively demonstrate the ability to obtain either certification within six months of appointment

- Minimum ten years of experience as a building inspector, building contractor or superintendent, architect, or engineer, five years of which is in a decision-making role
- Effective interpersonal and customer service skills
- Valid driver's license

Application Deadline

Applications will be accepted until the position is filled.

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person