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**Primary Location**: United States of America-OHIO-Franklin County  
**Work Locations**: Dept of Commerce - Remote 6606 Tussing Road Reynoldsburg 43068  
**Organization**: Commerce  
**Classified Indicator**: Classified  
**Bargaining Unit / Exempt**: Bargaining Unit  
**Schedule**: Full-time  
**Work Hours**: M-F 8:00am - 5:00pm  
**Compensation**: $22.61/hour  
**Unposting Date**: Ongoing  
**Job Function**: Construction Trades  

**Agency Contact Name**: Commerce Human Resources  

**Agency Contact Information**: COMHRRecruit@com.ohio.gov
Assistant Building Department Support Administrator
(20062617)

(200000H3)

Job Duties

This position is with the Board of Building Standards with the division of Industrial Compliance

The Division of Industrial Compliance and its associated boards ensure Ohioans are safe in public buildings such as businesses, educational institutions and municipal buildings. This includes drafting and applying the Ohio Building Code; conducting appeal hearings; issuing variances to code requirements; licensing commercial contractors; inspecting boilers, elevators and bedding; and regulating ski tramways. The division has responsibility for portions of the Manufactured Homes Program, and licenses installers and parks. The division also oversees Ohio’s minimum wage, prevailing wage and minor labor law programs.

• Independently performs field visits & reviews building department operations including their general administrative operations, plan review & inspection processes & evaluates the actions of building officials, building inspectors & plans examiners;
• Provides in-person guidance to building departments, local governments, elected officials, etc… on building code administrative requirements; Educates building departments personnel on best practices recognized by the Board;
• Collects & analyzes information, details & statistical results of surveys and other data from building departments and prepares comprehensive reports summarizing findings & recommendations for accomplishing the Board’s objectives
• Assists with building department performance audits;
• Implements Board policies and procedures and provides statewide assistance and training programs for building departments, building officials, building inspectors and plans examiners;
• Receives complaints and independently conducts investigations alleging violations of Building Departments and Building Department personnel;
• Gathers factual & documentary information based on complaint;
• Interviews parties to determine facts of the case;
• Reviews evidence & records obtained from various sources
• Provides customer service support to board certified individuals & other interested parties on building department operations;
• Researches, analyzes options, makes recommendations & assists with Board sponsored activities & programs for certified building departments & personnel;
• Works in related duties & on special assignments & projects as needed

Other duties as assigned (e.g. Answers phone calls, written correspondence, and emails from external customers).

Preferred Qualifications: Certification as Building Official, Master Plans Examiner, Building Inspector or Residential Building Official through the Ohio Board of Building Standards; 5 yrs exp in building code enforcement; valid driver's license

Qualifications

Completion of associate core program in law enforcement, criminal justice or in academic field commensurate with program area to be assigned per approved Position Description on file; 12 mos. exp. conducting investigations &/or inspections; valid driver's license.

-Or 30 mos. trg. or 30 mos. exp. as Investigator Assistant, 26210 with experience corresponding to type of complaints & alleged violations appearing in job posting/approved position description; valid driver's license.

-Or 30 mos. trg. or 30 mos. investigative exp. with experience corresponding to type of complaints & alleged violations appearing in job posting/approved position description; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

Knowledge of Agency Policies and Procedures; Interviewing; English language; Customer Service; Clerical; Law and Government; Building and Construction

Skills in Critical Thinking; Active Listening

Abilities to Oral & Written Comprehension; Deductive & Inductive Reasoning

This investigator position will be in the Board of Building Standards and will be working with building departments across the state. A typical week will include 3 days out of the
office at sites and 2 days in the office working on reports. The candidate is preferred to have experience with building code enforcement.

Background Check Information

The selected candidate will be subject to a criminal background check prior to an official offer for the position.

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