

**City of Warrensville Heights  
Building Department  
Public Works Operation Manager**

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**POSITION TITLE: Public Works Operation Manager**

**DEPARTMENT: Building Department**

**REPORTS TO: Building Commissioner and/or Interim Building Commissioner**

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**Position Summary:**

The Public Works Operation Manager performs services as an assistant to the Building Commissioner in the operation of the Building Department, and in the interpretation and enforcement of housing and building codes. This position in the City of Warrensville Heights requires that the inspector perform exterior maintenance, Point of Sale, and Certificate of Occupant Inspections.

**Major Accountabilities:**

- Coordinates housing activities, housing projects and inspections as required by the Building Commissioner.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend appropriate service and staffing levels; recommend and administer policies and procedures.
- Act on residential complaints to mediate problems and violation issues.
- Assist in the development and implementation of departmental goals and objectives.
- Participate in the establishment of an annual budget for the department.
- Participate in the selection of, train, motivate, and evaluate assigned personnel; provide and/or coordinate staff training; work with employees on performance issues; recommend discipline
- Serve as a liaison for the assigned section to other City departments, division, and outside agencies; attend meetings, as necessary; provide staff support to commissions, committees, and task forces, as necessary; negotiate and resolve significant and controversial issues
- Assign Housing Inspectors to areas of the City to assure adequate coverage.
- Participate in inspections involving complex issues and conflict resolutions.
- Actively communicate and work with assigned staff on planning and direction
- Serve on the management team and maintain a positive, cooperative attitude and display professionalism and expertise during interactions with the Mayor, staff and the public.
- Make appearances in court to resolve violation issues as required.
- Keep records of occupancy, exterior and interior residential inspections.

- Perform daily residential property maintenance inspections as required and outlined by the Building Commissioner.

### **Peripheral Duties:**

Attend Special meetings as called by the administration. Assist with activities involving community and issues. Attend community programs as departmental representation. Interact with other departments to resolve complex issues and problems. Attend meetings in the absence of the Building Commissioner. Perform all other duties as may be required by the Building Commissioner.

### **Special Requirements:**

Make recommendations and assist the department with making changes to ordinances for presenting to Council. Provide assistance to the building Commissioner while acting on residential issues that determines compliance with state, local, and federal laws. Provide assistance and leadership to Housing Code Inspectors. Coordinate and manage residential maintenance programs as directed by the Building Commissioner. Coordinate and manage the work of contractors in an Exterior Maintenance Program. Prepare and submit weekly and monthly inspection reports and all other reports as necessary, to the Building Commissioner, Must be able to perform and prepare employee appraisals/evaluations.

### **Physical Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the individual must possess;

- Ability to walk normal sidewalks and stairs in residential and commercial buildings.
- Ability to work in outside weather conditions.
- Work near moving mechanical parts and in high precarious places.
- Occasionally exposed to wet and/or humid conditions, airborne particles, or risk or electrical shock.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

### **Position Qualifications:**

- High school diploma or (GED) required.
- Residential Building Certification preferred.
- General knowledge of code enforcement.

- Must have a working knowledge and be able to apply basic computer skills.
- Must have an Ohio drivers' license, be able to drive, and must have a clean driving record.

**City of Warrensville Heights  
4301 Warrensville Center Road  
Warrensville Heights Ohio 44128.**

Or e-mail to [dcowan@cityofwarrensville.com](mailto:dcowan@cityofwarrensville.com) for a full job description please log onto [cityofwarrensville.com](http://cityofwarrensville.com) or pick up at Warrensville Heights City Hall.

**Deadline Monday, December 10, 2018**

- **Shift: Monday – Friday from 9am-5pm**
- **Work Location: 19700 Miles Road Warrensville Heights, Ohio 44128**