

JOB POSTING



Oakwood Village

Job Title:	Part Time	Job Category:	Chief Building Official
Department/Group:	Building	Schedule	20-25 Hours a week
Location:	Village Hall	Travel Required:	Less than 5%
Level/Salary Range:	40,000.00 – 43,938.96	Position Type:	Part-time non-exempt
Contact:	Erica Nikolic	Date Posted:	April 1, 2026
External Posting URL:	Village Website https://www.oakwoodvillageoh.com/		
Applications Accepted By:			
EMAIL: Email: enikolic@oakwoodvillageoh.com Subject Line: Permit Technician	MAIL -OR- IN PERSON Erica Nikolic Village of Oakwood 24800 Broadway Avenue Oakwood Village OH 44146 IF IN PERSON, IT MUST BE BY 4:30P.M. BUSINESS DAY		
Job Description			

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- **Provide all work product and assigned by the Mayor, in a timely manner**
- **Assist and cooperate with the heads of all Oakwood Village Administrative Offices**
- **Attend Planning and Zoning Board of Appeals meetings, as necessary**
- **Oversee all Oakwood Building and Zoning Departmental issues.**
- **Oversee the digitizing of Building and Zoning Department Records**
- **Implement the Building and Property Maintenance Codes of the State of Ohio**
- **Administer Chapter 1 of the Ohio Building Code**
- **Administer Chapter 1 of the Residential Building Code**
- **Oversee the issuing of all building permits and zoning applications**
- **Provide Plan review functions**
- **Prepare Board of Building Standards reporting requirements**
- **Oversee the maintenance of the Oakwood Village website, pertaining to the Building Department.**
- **Prepare reporting data to the Oakwood Village Administrative offices**
- **Take all necessary continuing education classes as required by the Ohio Board of Building Standards**
- **Maintain an ongoing professional relationship with colleagues in the Building Industry representing the professionalism of the Oakwood Village Representatives**

The Village of Oakwood is an Equal Opportunity-Affirmative Action Employer