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Brent Hinson, City Administrator



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## **Public Position Announcement**

**DATE:** February 21, 2020

**TITLE:** Building and Zoning Official  
**DEPARTMENT:** Development Services  
**REPORTS TO:** City Administrator  
**FLSA:** Non-Exempt  
**STARTING SALARY:** \$23-25/hr, depending on qualifications & experience

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**More Info At:** <https://washingtoniowa.gov/news-stories/city-building-official-position-available/>

**RESPOND BY:** March 20, 2020

### **POSITION SUMMARY:**

The Building and Zoning Official is a non-exempt position which performs work related to the management, oversight, planning and implementation of the City's code of ordinance. Work includes but is not limited to; code enforcement, inspections, permits, policy development, board of adjustment meeting and planning and zoning meeting. This position will serve as a supervisor over work performed by part time inspection staff. Position may be required to attend council meetings. The Building and Zoning Official follows prescribed policies and procedures and must be skilled in decision-making and generally work well with minimal supervision. Performs all other duties as assigned.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

Must have a thorough knowledge of state and municipal code, ordinances and laws as it applies to the inspection of building and construction sites. Responsible for keeping all City vehicles, equipment, tools, building and grounds in clean, safe and in good working condition as needed. Duties include but are not limited to; review of new construction plans and specifications, Inspection of new construction, Interpret regulation and code as it pertains to construction, issue permits, record and file permits, issue occupancy for new construction, Investigate public concerns, conduct board of adjustment and planning and

zoning meetings. Assists in interview, hire and evaluation of departmental employees. Assists in preparation of yearly and special department budget requests. Assists in purchasing departmental supplies & equipment under applicable purchasing policies. Coordinates departmental activities with other departments, and assists other departments as needed.

Must have physical ability to traverse variable terrain conditions not accessible by vehicle. Must have ability to bend, stoop, lift and carry 25 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must have ability to work for extended periods of time outdoors, occasionally under adverse weather conditions. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform basic mathematical calculations.

Position performs other assigned duties as deemed necessary or as required.

**TYPICAL DUTIES:**

As above. Participates in the daily activities of the City of Washington's operations.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be careful and skilled in the operation of equipment & complete in record keeping as needed. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Team player who inspires other employees to perform to the best of their abilities.

Ability to effectively express ideas verbally and in writing. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

**WORKING CONDITIONS:**

Mixture of inside work and outside manual work performed under variable conditions, including occasional adverse weather. Regular lifting, climbing, stooping, reaching, and handling activities. Outside work involves standing, walking, moderate lifting, operation of trucks and other equipment and other moderately demanding physical activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Moderately high physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 25 pounds.

**REQUIREMENTS:**

High school diploma or GED required, Associate's degree preferred with a minimum of 5 years of experience in code enforcement and municipal inspection. Past management and supervisory experience preferred. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Iowa Driver's License at time of hire and throughout employment. Must obtain necessary inspection certifications within 12 months of employment, and maintain these certifications throughout employment. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

**DISCLAIMER:**

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.