

## **TITLE: BUILDING/ZONING OFFICIAL**

### **PURPOSE OF POSITION**

**General Statement of Duties:** The Building/Zoning Official is responsible for reviewing building and site plans for all development within the City limit for compliance for compliance with building codes and zoning laws. The Building/Zoning Code Official is also responsible for all nuisance complaints and procedures to comply with the zoning laws and approved plans, local and state ordinances, specifications, and standards.

**Reports to:** The Building Inspector/Code Enforcement Officer shall be under supervision of the City Administrator.

**Essential Duties and Responsibilities:** The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Reviews and approves all permit applications including but not limited too excavation, demolition, fence, sign, building, water and sewer line, driveway/sidewalk, etc. Examines site plans, documents, and specifications to determine compliance with applicable codes and ordinances. Determines appropriate fees.
2. Obtains evidence and prepares reports concerning building code violations which have not been corrected.
3. Interprets legal requirements and recommends compliance options, materials, and procedures to developers, contractors, craft-workers, and owners. Answers inquiries regarding permits, building code and zoning requirements. Listens to and answers questions from the general public, contractors, architects and engineers, researches answers when necessary, and issues verbal and/or written statements in response. Investigates complaints; follows detailed procedures to verify violations or corrections are completed. Forms an opinion as to building stability, including electrical, plumbing and structural soundness. Meets with builders, contractors and property owners to educate on building and zoning.
4. Maintains accurate inspection records, records fee payments, files all permits and accompanying documentation and prepares reports for use by administration or judicial authorities. Keeps minutes of the public meetings for the Planning Commission and the Board of Adjustment and Appeals.
5. Receives, investigates and documents all nuisance complaints and handles nuisance abatements, to the extent possible. Maintains the databasc for nuisance actions and issues.
6. Develops materials, procedures, and methods used in daily operations, prepares budgets and forecasts future needs.
7. Attends necessary meetings and keeps the City Administrator informed of current activities. Serves as a liaison, and coordinates division activities with other departments, agencies, and boards. Makes formal presentation before councils, boards and community groups.

#### Other Job Duties:

1. Assists other departments as necessary. Performs other duties or assumes other responsibilities as apparent or assigned.
2. Provides forms, and copies of various maps and documents. Assures maintenance and updating of the zoning maps.
3. Coordinates activities with the City's engineering consultant, other engineering firms, and other City departments as they relate to compliance with requirements of the city, state, and federal regulations.
4. Attends workshops and seminars, to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in certain areas of expertise.
5. Coordinates and completes tax abatement forms and files liens.

#### **QUALIFICATIONS FOR APPOINTMENT**

**Required Knowledge, Skills and Abilities:** Must have knowledge of the federal, state, and local building codes and safety requirements. Must have knowledge of the city zoning and sign ordinances.

**Job Conditions:** Employee must frequently lift light objects, climb ladders, and be able to distinguish between the shades of color. The employee is exposed to noise, dirt, dust, and machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires devices such as masks, goggles, and gloves. Must have the ability to enforce the provisions of the municipal code with firmness, tactfulness and impartiality. Employee must be able to learn ordinances and land use regulations and apply this knowledge to specific work problems; to be able to communicate clearly and concisely, verbally and in writing. Must possess a valid driver's license.

**Equipment and Materials Used:** Mobile radio, computer, photocopier, telephone, car/light truck. Fax machine, dictionary, City of Jefferson Code of Ordinances, Code of Iowa, Urban Design Specifications for Improvements (SUDAS), Uniform Traffic Code, Uniform Building Code, Fire – Electrical – and Plumbing Codes, transit, level, and metal detecting device.

**Education:** High school diploma or equivalent required. Technical certification or licensure may be required.

**Experience:** Planning and zoning enforcement, building inspection and or related experience required; real estate experience desirable.

Inspects residential, commercial, industrial, and other buildings during and after construction to ensure components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, safety laws and approved plans, specifications and standards.

