



BUILDING OFFICIAL/ZONING ADMINISTRATOR

POSITION FUNCTION

Provides technical services and oversight to ensure buildings constructed in the City are safe for use and occupation, in compliance with the City building codes and other related laws and ordinances. Conducts inspections to ensure that properties are developed and maintained in conformance with the City's zoning and nuisance ordinances and other related codes. Reviews requests and approves building permits and is responsible for all aspects of the subdivision and zoning process. Prepares reports citing code violations and notifies property owners and/or contractors of violations.

PAY STATUS

Hourly; non-exempt

ORGANIZATIONAL RELATIONSHIPS

A. Line

1. Responsible to the Public Works Director for successful performance of assigned duties.

DUTIES AND RESPONSIBILITIES

- A. Reviews structural/design plans to ensure compliance with minimum building code requirements.
- B. Prepares and monitors documentation and authorizes building permits (including sign and fence permits) and certificates of occupancy. Reviews all permits issued for non-structural work as issued by City Hall staff. Clearly outlines procedures for inspections to property owners and/contractors.
- C. Inspects new and existing residential, commercial, industrial and other buildings during and after construction to ensure that structural components meet provisions of the building, electrical, plumbing, mechanical, and other codes as adopted by the City Council. Reviews and inspects structural work for conformity with submitted plans.
- D. Issues citations for work that does not comply with building codes or for work done without permits or licenses.
- E. Performs annual fire inspections of all commercial buildings.
- F. Inspects all rental housing units every two years for compliance with the International Property Maintenance Code 05/ 2024

Code; this includes identifying unsafe conditions, needed maintenance repairs, and directing appropriate action to ensure compliance with minimum housing standards. Maintains rental housing files and issues permits.

- G. Performs investigative and enforcement duties regarding municipal codes, including nuisances and zoning. Prepares and submits reports citing code violations to the Public Works Director and recommends issuance of notices for corrections to persons responsible for conformance. Issues civil citations or coordinates abatement by the City when necessary to achieve compliance.
- H. Responds to requests for information concerning the zoning and platting application process, requirements, regulations, and ordinances.
- I. Reviews plats, site plans, zoning proposals, and coordination with the City Engineer on the review of development applications.
- J. Responsible for floodplain management within the City of Walcott.
- K. Responsible for maintaining accurate records including inspection records, property files, plat book, subdivision plats, variances, special uses permits, zoning inspections, and other supporting documents.
- L. Works closely with the Public Works Department dealing with inspections and back up.
- M. Prepares a daily activity report and provides it to the Public Works Director at the end of each work day.
- N. Attend meetings of the Planning and Zoning Commission, Zoning Board of Adjustments, and City Council as directed by the Public Works Director or City Council.
- O. Other duties as assigned by the Public Works Director.

METHODS OF ACCOUNTABILITY

- A. Through accurate, professional, and error-free completion of assigned work.
- B. Through neat and orderly files that adhere to programmatic filing system standards.
- C. Through oral and written reports to the City Council.
- D. Complies with City policies, procedures, and expectations.

STANDARDS OF PERFORMANCE

Individual Proficiencies:

- A. Technical abilities demonstrated:
 - 1. Ability to read and review site plans and construction plans.
 - 2. Ability to interpret and enforce codes with firmness, tact, and impartiality.

3. Ability to recognize unsafe conditions in building construction, property maintenance, electrical, plumbing and mechanical systems, fire safety, and recognizing health hazards and other code violations.
 4. Knowledge of codes, regulations, and ordinances governing building construction and of the application process thereof.
 5. Knowledge and skills with computer applications such as databases and spreadsheets.
- B. Maintains interpersonal relationships which encourage openness, candor, and trust, both internally and outside of the City.
- C. Strong verbal communication skills are required to effectively communicate with the general public, officials and City staff.

Job Performance:

- A. Timeliness, adequacy, and accuracy of completed assigned work.
- B. Overall accuracy and condition of records and files.
- C. Proper maintenance of confidential information.
- D. Ability to organize and prioritize work.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to perform assigned duties in interruptive conditions.
- B. Ability to maintain a high level of visual attention and mental concentration for significant periods of time.
- C. Ability to solve problems and deal with a variety of concrete variables in situations where some standardization exists.
- D. Ability to analyze and interpret numerical data.
- E. Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations.
- F. Ability to develop and use empathetic listening skills, communicate with clarity, and maintain an attitude that conveys respect, assistance, honesty, and resourcefulness.
- G. Ability to follow directions, accomplish tasks with minimal supervision, and perform assigned duties under constant time pressures.
- H. Ability to operate a personal computer or other personal digital devices and related software to carry out assigned duties and responsibilities.
- I. Ability to work in a seated position for extended periods of time.

- J. Ability to occasionally lift, carry, push, and pull up to 50 pounds.
- K. May also reach, kneel, carry, and grip objects intermittently during the course of work.
- L. Ability to maintain a high level of visual attention during computer usage.
- M. Ability to drive an automobile for City-related activities.
- N. Ability to climb stairs and walk on uneven terrain.

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs duties in a well-ventilated, well-lighted and temperature-controlled office environment. Noise level is at a minimum.
- B. Ability to perform duties outdoors for inspections.

EDUCATION, TRAINING, AND EXPERIENCE

- A. Requires a high school diploma or possession of a GED.
- B. Must be certified by the International Code Council (ICC) in Commercial Electrical Inspector, Residential Electrical Inspector and either Commercial or Residential Building Inspector or ability to obtain within one year of date of hire. Must obtain the Fire Inspector certification within two years of date of hire. Strongly prefer ICC inspector certifications in plumbing and mechanical.
- C. Requires 5 years of relevant experience related to building construction.
- D. Requires knowledge of personal computer software applications including databases, email, and smartphones.
- E. Requires a valid driver's license.

This job description in no way states or implies that it includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. The City reserves the right to change or reassign job duties at any time.

I acknowledge that I have read and understand the Building Official/Zoning Administrator job description in its entirety and I am capable of performing all of the stated requirements and understand that it is not a contract of employment.

Signature

Date