



CITY OF WALCOTT JOB OPENING Building Official/Zoning Administrator

The City of Walcott, Iowa (population 1,551) is looking for a highly motivated individual with a strong work ethic to fill the full-time position of Building Official/Zoning Administrator. Duties include performing inspections on new and existing residential, commercial, and industrial construction; reviewing structural plans; issuing permits and maintaining property files; inspecting rental housing units; fire inspections of all commercial buildings; administering all aspects of the subdivision and zoning process; and performing investigative and enforcement duties regarding city codes. The ideal candidate must possess strong communication and organizational skills, attention to detail, ability to multitask, and be proficient in Microsoft Office. Requires five years of relevant experience related to building construction and certifications in ICC Commercial & Residential Electrical Inspection and Commercial or Residential Building Inspection or able to obtain within one year of hire. Benefits include IPERS, paid health and dental insurance, and paid holidays, vacation, sick, and personal days. Salary is DOQ, up to \$36.92/hour.

Application form and job description are available online at www.cityofwalcott.com or can be requested at Walcott City Hall. Application and resume can be returned to City Hall or submitted electronically to pstagg@cityofwalcott.com. The position will be open until filled. The City of Walcott is an Equal Opportunity Employer.