



Building Official/Zoning Administrator

Department: Community Development

Supervisor: City Administrator

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

To oversee the administration of building, plumbing, electrical, and other applicable development codes & enforcement of those codes within the community. To oversee the Rental Inspection Program and all enforcement within this program. To assist with the City's property acquisitions, relocations and property management activities. To actively participate in various code enforcement activities in cooperation with other departments and agencies. Enforces City Codes related to private property performance and upkeep, processes municipal infractions, represents City of Oelwein as witness in court cases related to enforcement efforts, coordinates abatements of property by contractors, performs related clerical work, assists citizens with nuisance and zoning questions, and performs other related duties as required.

Essential Duties and Responsibilities

- Manages the City's Rental Inspection Program.
- Reviews zoning and subdivision requests; reviews building permits and construction plans for compliance with the City's applicable codes; prepares necessary paperwork for resolutions and ordinances pertaining to zoning; updates zoning, future land use and floodplain maps, fence and sign permits.
- Suggests amendments to improve zoning or other relevant ordinances to eliminate faulty provisions.
- Enforces applicable codes and ordinances pertaining to zoning, subdivisions, flood plain regulations, signage, home occupations, property maintenance, landlord/tenant and nuisance.
- Investigates complaints and seeks resolution, including supporting municipal infractions.
- Prepares periodic reports on zoning and enforcement activities; assists in planning and administration of various City projects.
- Facilitates housing programs in coordination with state and federal ongoing and emergency programs.
- Facilitates intergovernmental communication for review and action on building permit applications.
- Participates in completing maps and other documents for the US Census in coordination with the City Clerk.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.



- Answers inquiries promptly by phone, email, in writing, and in person.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must possess strong computer skills, including basic Microsoft applications.
- Must possess strong public relations skills, as well as strong written and verbal communication skills.
- Must be knowledgeable of land surveying documentation and procedures as it pertains to property casements and legal descriptions.
- Utilizes personal computers, smart phones, common business equipment, and various software applications as they pertain to each job.
- Must possess and maintain a valid Iowa driver's license.

Experience and Education

Entry Level General

- Requires two or more years of experience in one or more of the trades monitored by this position.
- Licensing/Certifications will be required as desired by the employer.
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.

Education and Experience

- High school diploma or equivalent.
- Associate degree from an accredited college or university with major course work in architecture, engineering or related field; five years of experience in construction and inspection work, real property acquisition, and administration of policies governing relocation activities; or an equivalent combination of education and experience.

Physical, Mental, and Visual Effort



- Frequently required to turn, stoop, kneel, crouch, crawl, reach, twist, walk and sit; occasionally required to stand, walk or climb.
- Occasionally required to lift, carry, push, pull, or otherwise move objects up to ten (10) pounds.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions

- Inspects houses and properties daily.
- Frequently outside in hot and cold weather.
- Occasionally inspecting houses that may be deemed dangerous or uninhabitable.
- Sitting and standing in an office environment daily.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Oelwein employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Oelwein is to be considered "at-will".