



**Position Description**  
**BUILDING AND ZONING OFFICIAL**

**Department:** Building and Zoning

**Reports To:** City Administrator

**FLSA:** Non-exempt

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**Purpose of Position**

Under administrative direction of the City Administrator, performs building inspection, nuisance abatement, zoning enforcement, and workplace safety duties. Performs administrative work in the enforcement of adopted building, electrical, plumbing and related codes. Assures compliance with federal, State, local codes and standards, and contractual provisions. Coordinates all facets of zoning enforcement and building inspection activities. Assists and coordinates with other departments the enforcement of nuisance abatement ordinances and workplace safety. Assists administration with mechanical maintenance needs in the city hall/public safety facility. Performs related work as required.

**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.**

- Directs all division activities.
- Reviews and assigns responsibility of complaints relating to the construction, repair, alterations, and occupancy of all building and structures within the local jurisdiction.
- Directs the issuance of permits, notices, certificates, stop-work orders and other correspondence.
- Reviews and examines architectural and structural plans of residences, buildings, and other structures for approval and issuance of building permits. Makes inspections of buildings during construction, repair, or remodeling for compliance with codes, ordinances, and laws. Answers inquiries; interprets and makes decisions on technical problems of enforcement. Supervises and gives technical guidance to subordinate inspectors and handles the most difficult problems. Investigates new products, materials, and methods of construction; recommends new or revised regulations. Maintains inspection files and records. Investigates complaints and prepares written reports. Testifies in court on violation cases.
- Makes inspections of buildings as needed, recommends condemnations, and authorizes the demolition of buildings and structures.
- Prepares division budget and other regular and special reports.
- Serves as liaison and coordinates division activities with other departments, agencies and boards.
- Meets with builders, contractors, and property owners on inspection and code enforcement, and building methods, materials and practices.
- Renders decisions in disputes between division inspectors and contractors.
- Makes formal presentations before councils, boards, and community groups.
- Notifies and consults with the City Administrator regarding departmental projects, prioritizing work items, potential problems and needs.
- Assists with maintaining, updating, and completing required reports to regulatory agencies; corresponds with regulatory agencies and others.
- Attends regional meetings and various seminars relating to zoning and building inspection.
- Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Inspects and approves plans and all phases of public and private construction and improvement work to assure the appropriate construction is completed in compliance with the zoning classification, plans,

standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.

- Investigates unlawful zoning or building activities; initiates corrective action.
- Provides information and responds to inquiries from contractors, developers, property owners, staff, and the general public.
- Maintains a variety of logs and records related to work assignments and inspection activities.
- Assures proper maintenance and filing of records.
- Monitors and inspects the condition of municipal buildings; initiates repairs after consulting with the necessary staff and/or City Administrator.
- Provides information and assures ADA compliance.
- Maintains files and flow charts, reviews engineering plans, specifications, and records including as-builts for water, sewer, storm drain and street projects.
- Identifies, records and files documentation of utility tap locations in subdivision plats.
- Assures maintenance and updating of the zoning map and comprehensive plan.
- Coordinates the research and compiling of information for the Planning and Zoning Commission and the Board of Adjustment hearings. Attends the meetings of the Planning and Zoning Commission and Board of Adjustment.
- Issues permits to work in the City right of way; ensures work and restoration are completed to City standards.
- Works with contractors to provide surveying, project management, inspection, and materials testing to ensure quality at all stages of public works construction projects; performs related work as required.
- Directs and maintains the GIS and GPS programs with contractor assistance.

#### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Assists other departments as necessary.
- Provides forms, and copies of various maps and documents.
- Attends workshops and seminars to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in certain areas of expertise.
- 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.
- Plans, formulates and recommends short- and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
- Coordinates and completes tax abatement forms.
- Performs other duties or assumes other responsibilities as apparent or assigned.

#### **Minimum Education or Experience Required**

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Experience in construction, zoning and code enforcement, building inspection or closely related field.

#### **Preferred Education or Experience Required**

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Degree in Construction, Engineering, Architecture or closely related field.

#### **Other Requirements – Certificates/Licensures**

- Valid Driver's License.
- Bondable.

- Residential Inspector (ICC), within one year.
- Commercial Inspector (ICC) or Combination Inspector (ICC), within two years.
- HMA 1 & PCC2 Certifications, within one year.
- Certified Building Official (ICC), preferred within five years.

### **Knowledge, Skills, Abilities**

- Thorough knowledge of modern principles, standards, and methods of building construction including a knowledge of materials and equipment used in electrical, mechanical and plumbing work.
- Working knowledge of inspection methods.
- Knowledge of surveying used in construction, understanding of elevations, and application for construction.
- Knowledge of construction, maintenance, and repair of streets, storm and sanitary sewers, water mains and structures.
- Ability to conduct inspection of construction projects and field tests on construction materials to ensure compliance with plans and specifications. Verifies use of materials and percentage of completion to support authorization of partial payment to contractors.
- Checks plans and specifications to ensure compliance with pertinent codes
- Skill in budget management.
- Ability to properly apply inspection methods and building codes, and to assist the public in their application.
- Ability to establish and maintain effective working relationships with other departments, contractors, Board and council members, and the general public.
- Ability to communicate verbally and in writing with individuals and groups.
- Ability to use logical or scientific thinking to solve problems with several concrete or abstract variables.
- Ability to perform standard arithmetic and statistical calculations; ability to apply relevant mathematical or statistical software to solve problems.
- Ability to compose original correspondence; ability to follow technical manuals.
- Knowledge of materials and methods used in building construction; knowledge of construction processes and the stages at which potential violations may be most readily observed and corrected.
- Considerable knowledge of applicable building and zoning codes, laws and ordinances.
- Ability to detect structural deviations and other faults from established regulations; ability to recommend modifications that will bring structures into code conformance.
- Ability to read and interpret building plans, specifications, and blueprints accurately to determine conformity to building codes and acceptable construction practices.
- Ability to operate a personal computer using various software programs for word processing, permits, zoning enforcement operation, and GIS.
- Knowledge of business matters, including proper grammar and use of English in speaking and writing, and computer operations and applications including word processing and spreadsheets.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

### **Equipment and Materials Used**

Mobile radio, typewriter, photocopier, telephone, car/light truck, fax machine, dictionary, City of Nevada Code of Ordinances, Code of Iowa, Uniform Traffic Code, International Building Code, Fire - Electrical - and Uniform Plumbing Codes, SUDAS, transit, level, metal detecting device, GPS Unit, computer hardware and software, engineering plans, surveying equipment, Geographical Information Systems (GIS), a variety of hand tools, beam molds, and air and slump meters.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes, or airborne particles. The employee is occasionally exposed to outside weather conditions, risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date