

JOB TITLE: BUILDING/ZONING & CODE ENFORCEMENT DIRECTOR (Salary: Exempt)

ACCOUNTABILITY: Under the direction of the Public Facilities/Capital Improvements & GIS Director.

JOB SUMMARY: Performs skilled on-site inspections of building construction and repair work to assure compliance with building, plumbing, electrical, mechanical and other related codes; acts as the City's nuisance inspector and investigates other complaints or code violations; assists in the implementation and enforcement of zoning and subdivision regulations, and review of subdivision plats, zoning and comprehensive plan amendments. Acts as Executive Secretary to the Planning Commission.

DUTIES AND RESPONSIBILITIES: Conducts visual inspections of building and other structures to assure that construction, alteration, maintenance, structural repairs, plumbing, electrical, mechanical and other related work is done in compliance with provisions of applicable codes and ordinances; checks to assure that buildings and structures are constructed in a safe manner in accordance with approved plans and specifications; checks the quality of materials and methods used in construction; assists in the review of plans and specifications and issues appropriate permits. Makes on-site visual inspections of existing buildings or structures to determine hazardous conditions, structural failures or need for maintenance/repair in compliance with housing and building codes. Serves as Executive Secretary to the City Planning; including writing letters, preparing meetings and agendas; maintaining legal records of the Planning Commission and related duties. Serves as a member and secretary for the City Plumbing and Electrical Boards of Examiners and Appeals; maintains City license and bond files; serves as secretary for the Zoning Board of Adjustment and prepares, maintains and files all written records for the same; Makes on-site inspections related to complaints, code violations, nuisance or other zoning violations. Maintains records of inspections, complaint investigations, completed reports and written documentation of recommended corrective actions required

Assists in review and development of revisions to City Building Codes, Zoning Codes or other related codes and/or Ordinances.

SKILLS/ABILITIES: Considerable knowledge of building, electrical, plumbing, mechanical, zoning and other related codes. Ability to quickly assimilate knowledge of the codes, regulations and ordinances governing building construction, zoning and nuisance regulations. Ability to make on-site visual inspections, to climb ladders and stairs, read and interpret plans and specifications, to communicate with the public and prepare written reports. Knowledge of purchasing principles or ability to acquire such knowledge. Ability to establish and maintain effective working relationships with private contractors, developers, public and government officials. Ability to drive to work sites and operate a motor vehicle.

EXPERIENCE AND TRAINING: Graduation from High School, GED or equivalent and 3 years of experience in building construction trades as a builder, carpenter or other tradesman or certification as an inspector by any of the following:

- a. International Conference of Building Officials (ICBO)
- b. Building Officials of America (BOCA)
- c. Southern Building Code Congress (SBCC)
- d. Council of American Building Officials (CABO)

or equivalent certification organizations. Shall become certified as a ICC Combination Residential Inspector within (1) one-year from date of hire.

REQUIREMENTS: Possession of a valid State of Nebraska Drivers License or ability to one within 30 days of employment.

Updated 9/2005