**Job title: Code Enforcement & Permitting Official**

Pay Range: $18 - $25 depending on qualifications.

This position answers to the City Administrator.

**Minimum Requirements:**

High School Diploma or GED.

Must have a valid drivers license and pass background check.

Building codes/permitting experience is a plus but not required.

Customer service oriented.

Excellent oral and written communication skills are a MUST.

Computer proficient especially in Word, Excel, and applicable software as required.

Ability to problem solve and think on your own.

Ability to cross train and fill in as needed in the city administration office (i.e., water department and court).

Proper phone etiquette and cash handling skills.

Strong project management and organizational skills. Assessing and prioritizing multiple tasks, projects and demands while meeting deadlines.

Skill in maintaining files and records.

Mediate and resolves conflicts and complaints.

**JOB DESCRIPTION:**

•Ensures that all residential/commercial remodels and new builds are in compliance with the current building codes adopted by the city.

• Works with third party inspection company and resident/owner to ensure proper documents, permit applications, and procedures are followed in a timely manner.

•Assist with the issuance of building permits in accordance with building codes and zoning requirements as per the adopted codes.

•Maintains records of permit issued and inspections made, prepares reports as required.

• Works with the public on permit requirements and the application process; calculates, collects, and records all appropriate departmental fees; reviews applications for accuracy; verifies contractors’ licenses and maintains related files.

•Ensures compliance with applicable city codes including zoning regulations and sign regulations. Works with citizens, property owners and contractors as necessary.

•Administers, interprets, updates, and enforces building codes, ordinances, and regulations.

•Advise persons requesting variances and zoning changes.

• Performs research to determine the approved conditional uses/zoning of property; research ownership and takes action to enforce city codes.

•Investigates complaints regarding building code or other ordinance violation. Works with the individuals filing complaints and the owners of property or contractors that are subject of the complaint.

•Always provides and maintains a positive customer service relationship.

•Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

•Works directly with the City Administrator, Fire Marshal, Public Works Director, and any outside or third-party agency such as Bureau Veritas.

•Responds responsible for administering and enforcing local building and related codes that have been adopted by the city.  This includes reviewing and issuing building permits and certificates of occupancy.

•Assist the **Building Standards Commission** with building code violations, location, investigation, and removal of dilapidated or sub-standard buildings and house. Attends all meetings held by this commission.

•Assist the **Zoning** **Board of Adjustments** in the appeals processes by investigating and testifying on the city’s behalf on requests for variances of local ordinances or decisions made by city officials regarding ordinances. Attends all meetings held by this board.

•Assist the **Planning and Zoning Commission** in locating, and investigation of properties suspected of being used for the wrong purpose, or in violation of current zoning restrictions. Attends all meetings held by this board.

•File cases in the appropriate court and give courtroom testimony in matters concerning code enforcement actions taken on the part of the city.

•Acts as liaison between the city council and various committees on all matters of code enforcement. In these capacities, answers to the City Administrator.

•In charge of issuing Special Event permits, City Alcohol and Amusement Device Permits, Peddlers Permits, and any other permits that may be applicable.

•Assist with new addressing within the city.

•Coordinate requests and work with city engineers for platting.

•Authorizes service connections for gas and electric.

•Prepares an annual operating budget and monitors/controls actual expenditures.

•Prepares monthly departmental report for city council meetings and attend those meetings as needed.

•Communicate effectively with supervisors, co-workers, and others (internally and externally) to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints.

•Report in a timely manner all issues, concerns and questions to the supervisor or others as appropriate in the chain of command.

•Maintain confidentiality regarding all City business.

•Other duties may be assigned.

**Summary**

This position is Monday – Friday from 8:00 am to 5:00 pm with a lunch break from 12:00 pm – 1:00 pm.

The city reserves the right to require an employee in this position to work more than 40 hours a week. These may include services or duties different from those performed in the usual course and scope of the job.