



Job Title: Building/Zoning & Code Enforcement Director

Department: Building/Zoning

FLSA Status: Exempt, Salaried, Full Time

Revised Date: 5/3/2022 (Council Approval)

Accountability

Under the direction of the City Administrator.

Job Summary

Performs administrative and technical work in the implementation of the Building/Zoning & Code Enforcement services of the City, including managing, supervising, organizing, and overseeing the operations of the Department.

Essential Job Functions

Conducts skilled, on-site 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; reviews plans and specifications and issues appropriate permits; performs 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 Commission, including writing letters, preparing meetings and agendas as well as maintaining legal records; serves as a member and Secretary for the City Plumbing and Electrical Boards of Examiners and Appeals; maintains Construction and Trade Contractor license and bond files; serves as Secretary for the Zoning Board of Adjustment, including preparing meetings/agendas and maintaining/filing written records for the Board; acts as the City's nuisance inspector and performs on-site visual 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; implements and enforces zoning and subdivision regulations, and also reviews subdivision plats, zoning and comprehensive plan amendments; manages and participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.

Additional Duties and Responsibilities

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

Knowledge, Abilities and Skills

Considerable knowledge of building, electrical, plumbing, mechanical, zoning and other related codes; ability to quickly assimilate knowledge of applicable existing and updated codes, regulations and ordinances governing building construction, zoning and nuisance regulations; ability to make skilled on-site visual inspections, to read and interpret plans and specifications, and to prepare written reports. High degree of organizational skills to effectively administer all department activities and personnel; knowledge of City purchasing procedures and policies; ability to forecast, develop and manage an annual departmental budget; ability to attend meetings and/or conferences in town or out of town; ability to establish and maintain effective working relationships with City officials, private contractors, developers, employees and the general public. Ability to drive to work sites and operate a motor vehicle. Ability to work in adverse-weather conditions while performing necessary services; ability to climb up onto and down from step stools, stairs and/or ladders and to work in a stooped, kneeled or crouched position for an extended period of time.

Education and Experience

Graduation from high school or equivalent. Considerable experience—at least five (5) years total—in building construction trades as a builder, carpenter, or other tradesman or certification as an inspector by any of the following or equivalent certification organizations:

- International Conference of Building Officials (ICBO)
- Building Officials of America (BOCA)
- Southern Building Code Congress (SBCC)
- Council of American Building Officials (CABO)
- International Code Council (ICC)

or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities

deemed to be sufficient for the position. Shall become certified as an ICC Combination Residential Inspector within (1) one-year from date of hire.

Special Requirements

Possession of a valid driver's license.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*