

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Municipal	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Building and Code Enforcement	DEPARTMENT NUMBER	340
REPORTS TO (TITLE)	Director Community Development	JOB FAMILY	Community Development
PAY GRADE	7	DATE OF LAST REVIEW	December 2023

NATURE OF WORK

The second level of the Planning and Zoning series conducts field inspections of building's plumbing, heating, air conditioning, and/or electrical systems installations, alterations, and repairs in accordance with state and municipal nuisances, codes, ordinances, and laws. Enforces compliance of such statutes. Handles complaints, settles disputes, and resolves grievances and conflicts regarding codes within the City. Completes field inspections and plan reviews. Appears in court when required.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Performs building inspections (commercial and residential) and determines if a building, structure, and/or a dwelling unit meets state and municipal nuisances, codes, ordinances, and laws to keep the public safe.
2. Reviews blueprints, plans and specifications for new construction and alterations, additions, and repairs to existing structures within the City. Meets with building owners, contractors, engineers and/or architects to review plans and blueprints and perform inspections at various stages of the project to ensure safety and code compliance. Recommends or directs changes to plans to conform to code requirements.
3. Performs scheduled rental inspections to ensure property meets the international maintenance code. Identifies deficiencies, recommends, and enforces changes and/or corrections to comply with state and city statutes.
4. Investigates reported code violations, nuisances, causes of unsafe conditions, work occurring without permit and other noncompliance with municipal codes. Recommends or directs actions to correct the conditions and makes follow-up visits until compliance is met. Obtains search warrants as needed.
5. Works with city attorneys to prepare and review legal documents used in court cases about property code violations. Acts as a witness in court.
6. Communicates with owners, violators, and/or authorities to explain regulations or recommend remedial actions.
7. Works with Public Safety to properly dispose of trash, debris, dead animals on streets / right of ways

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Assigns work and provides work direction as a “lead worker” for part-time, temporary or contract employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D)

AND

Two (2) years of experience in law enforcement, construction, electrical systems, plumbing, mechanical and building construction;

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

Experience handling hostile situations and individuals is highly preferred.

LICENSING / SPECIAL REQUIREMENTS

Valid driver’s license

International Code Council Certifications preferred – required upon hire

- Combination Electrical Inspector certifications - must be obtained within 12 months of hire.
- Two additional certifications (building, plumbing and/or mechanical) – must be obtained within 24 months of hire.
- Combination Building Inspector certification – must be obtained within 36 months of hire.

SKILL / ABILITIES REQUIREMENTS

- Recordkeeping principles;
- Time Management;
- Negotiation;
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of relevant policies, procedures and strategies to promote local and state statutes;
- Communication skills such as active listening, oral and written communication as applied to interactions with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: standing, sitting, balancing, stooping, kneeling, crouching, reaching, walking, fingering, handling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Driving / Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test
- Criteria Mechanical Reasoning Assessment

Skills

- Criteria Basic Skills Test
- Computer Literacy and Internet Knowledge Test

Personality

- Employee Personality Profile
- Customer Service Aptitude Profile

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by CHM
December 2023	Revised per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.