

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Planning and Zoning	DEPARTMENT NUMBER	540
REPORTS TO (TITLE)	Director of Community Development	JOB FAMILY	Community Development
PAY GRADE	8	DATE OF LAST REVIEW	December 2023

NATURE OF WORK

The third level of the Planning and Zoning series enforces the City's of Ottumwa zoning and housing codes by conducting zoning code enforcement inspections and issuing citations for violation. Administer certain Community Development Grant Programs such as rental program, derelict housing program, and the condemnation and/or 657a programs. Train seasonal employees in code enforcement.

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. Prepares houses for condemnation by communicating and working with attorneys, presenting to council, coordinating and planning with demolition contractor and finance.
2. Conducts zoning code inspections. Receives complaints and investigates potential violations. Notifies property owners of violations and sets expectation for rectifying violations. Performs follow-up inspections to assure compliance.
3. Conducts rental inspections. Works with landlords on concerns / issues.
4. Conducts derelict housing inspections. Receives complaints and investigates potential violations. Notifies property owners of violations and sets expectation for rectifying violations. Present to Council when needed.
5. Administers certain Community Development Grant programs such as the Downtown Development grants, Blocks to Neighborhoods and Build Ottumwa. Administer the derelict property program including condemnation and the 657a program.
6. Performs the necessary inspections on placarded properties.
7. Prepares information and items to be placed on the agenda of the Plan and Zoning Commission, Zoning Board of Adjustment and Historic Preservation Commission. Assist the Director of Community Development in preparing public notices, staff recommendations and other professional assistance.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Assigns work and provides direction as a "lead-worker/working supervisor" for part-time or contract employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent G.E.D

Bachelor's degree with major courses in Public Administration, Economic Development, Urban Planning or related field is preferred.

LICENSING / SPECIAL REQUIREMENTS

Valid driver's license

International Code Council Property Maintenance and Housing Inspector Certification (ICC Exam 64)

- must be obtained within 18 months of appointment

SKILL / ABILITIES REQUIREMENTS

- Recordkeeping principles;
- Time Management;
- 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. Public speaking skills required to participate in meetings with City's Commissions, Boards and/or Councils.
- Ability to resolve conflict and deescalate issues with customers, employees and other contacts.
- 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, walking, fingering, grasping, handling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

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
October 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.