



CITY OF JOHNSTON
invites applications for the position of:

Building Official

SALARY: \$78,225.00 - \$113,470.00 Annually

OPENING DATE: 05/04/21

CLOSING DATE: 06/04/21 05:00 PM

DESCRIPTION:

Under general direction of the Community Development Director, manages and supervises the City's Building Department and all department personnel. This position is responsible for development, implementation, adoption, interpretation and enforcement of all applicable City, State and Federal building, mechanical, plumbing, electrical, property maintenance, fuel gas, residential rental and other related codes and field inspection activities; and investigates and enforces zoning, sign, nuisance and related regulations; and performs related work as required.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, organizes, directs, reviews and evaluates the work of Building Department staff and instructs them in uniform methods of permit review, scheduling, inspection procedures and processes, and documentation protocols in carrying out and enforcing the adopted building and property codes of the City.

Oversees the development, implementation, adoption, interpretation and enforcement of all necessary building and property codes related to building construction and maintenance, to include but not limited to, Building Code, Plumbing Code, Electrical Code, Mechanical Code, Fuel Gas Code, Property Maintenance Code and Residential Rental Code and makes recommendation to management and the City Council on necessary amendments and updates to said codes.

Makes site inspections during construction and upon completion to ensure compliance with code requirements.

Supervises implementation and enforcement of the City's Erosion and Sediment Control Ordinance in compliance with the City's MS4 permit requirements, including the review of Stormwater Pollution Prevention Plans (SWPPP), quarterly site inspections and ensuring proper enforcement action as required.

Supervises implementation and enforcement of the City's Rental Housing Inspection and Property Maintenance Code ordinances.

Responsible for the administration and operation of the department and record-keeping as required by local or state code.

Makes decisions on complex or controversial problems related to field inspection activities.

Answers inquiries, interprets construction code related standards, rules and regulations and makes decisions on technical problems of code enforcement and applications related to field

inspections activities.

Reviews building, architectural and pre-engineered structural plans of residences, buildings and other structures for approval and issuances of permits as needed.

Supervises the complaint investigation, evaluation and condemnation of structures within the scope of the department's responsibilities.

Conducts research and investigation of new products, materials and methods of construction and prepares technical reports as a result of this research.

Acts as a liaison between the City and local contractors, builders, architects, engineers and other departmental representatives.

Coordinates the annual license renewal inspections for beer and liquor dispensing establishments as well as other annual inspection responsibilities of the department.

Enforces policies adopted by and rulings of the City Council, Planning and Zoning Commission and other City boards and commissions.

Assists the Director with the formulation, justification and implementation of the annual Building Department budget.

Coordinates with the Fire Marshall on the development, implementation, adoption, interpretation, and enforcement of the City's Fire Codes.

Investigates complaints on zoning, nuisance, hazardous or illegal conditions and related regulations; inspects premises; contacts property owners; secures enforcement through follow up action; documents action taken; and reports findings to City Council, City Administrator, Community Development Director and appropriate staff or complainant.

Testifies in court when required.

Attends meetings of the City Council, Planning and Zoning Commission and other City boards and commissions when necessary.

Maintains a thorough knowledge of customer service techniques, and develops and maintains effective relationships with all client groups, and be able to effectively communicate with contractors, homeowners, subordinates and superiors, news media, elected officials and civic organizations.

Drives to and from inspection sites as needed.

Continually works toward the most effective and efficient methods of conducting inspections and enforcing codes while emphasizing optimum customer service.

Performs other duties and responsibilities as assigned.

Regular work attendance is required.

TYPICAL QUALIFICATIONS:

Bachelor's degree in engineering, architecture, construction management or similar field, with a minimum of five (5) years of progressively responsible experience in plan review, building inspection and construction management duties including of which a minimum of two (2) years shall be of supervisory/management experience. In lieu of the required bachelor's degree a minimum of ten (10) years of progressively responsible experience of which a minimum of four (4) years shall be supervisory/management experience may be substituted.

Possess a valid State of Iowa Motor Vehicle operator's license or have ability to obtain one within 60 days of hire date. Possession of certification by the International Code Council (ICC) as a Combination Commercial Inspector, Building Official and a Building Plan

Examiner or ability to obtain such within 18 months of hire.

SUPPLEMENTAL INFORMATION:

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Job requires occasional periods of strength, involving pushing and/or lifting building materials weighing up to 50 lbs. Regular physical activity involves climbing, balancing, stooping, kneeling, crouching, reaching and handling. Requires clarity of vision 20" or less, and 20' or more with high degrees of depth perception and field of vision. Job requires eye/hand/foot coordination, manual and finger dexterity, motor coordination, clerical, forms and numerical perception/aptitude. Require normal vision and hearing with normal range with or without corrective devices. Require use of fingers, hands, legs and feet in operating tools/equipment such as camera, circuit tester, level and related devices and to operate a motor vehicle in moving to various job sites.

Cognitive Demands

Requires knowledge of the general provisions of all City, State and Federal code and standards for installation of utility equipment, construction materials, energy conservation, fire and related hazards and enforcement procedures. Ability to read and interpret building plans and detect deviations from controlling requirements. Familiarity with City Code and Ordinances relating to buildings and property. Requires knowledge of the International Building Code, International Residential Code, International Plumbing Code, International Mechanical Code, National Electric Code, International Property Maintenance Code, International Fuel Gas Code, and International Fire Code..

Language Ability and Interpersonal Communication

Requires extensive interaction with contractors and developers, City officials, Department Heads, property owners and the public in the provision of program services and the investigation of complaints regarding nuisance, hazardous and/or illegal conditions; inspect premises, contact property owner, cause remedial actions to be taken. Requires the ability to read interpret and apply diverse, technical subject matter in obtaining compliance with controlling codes, ordinances and policies requiring demonstrated "people" skills in the area of negotiation and persuasion in situations that can be highly emotional.

Environmental Adaptability

Moderate exposure to temperature changes, humidity, noise and vibration.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofjohnston.com/jobs>

Position #2021_CD_BLDGOFF_050321
BUILDING OFFICIAL
CR

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