JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Code Compliance Coordinator</th>
<th>Civil Service:</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Community Development Department</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Building Official</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>Effect. Date:</td>
<td>05/12/2018</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a technical and supervisory position within the Community Development Department. This position serves as the head of the Code Compliance Division of the Building Division and serves as the principle assistant to the Building Official. Work involves enforcement of Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, Property Maintenance, Dangerous Buildings and other related city codes.

Work involves supervision of personnel within the Building Inspection Division with regards to Property Maintenance and Dangerous Building Codes enforcement and regulation. Work involves review of building plans and specifications, inspection of building construction, communication with contractors, general public Appeals Boards. General direction and review is received from the Building Official; however, the Code Compliance Coordinator must exercise discretion and independent judgment in the day-to-day activities of the Building Inspection Division.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Serves as the head of the Code Compliance of the Building Division and serves as the principle assistant to the Building Official.
- Assists in planning, directing, and coordinating Building Inspection Division operations with regard to Property Maintenance and Dangerous Building code compliance, under the general supervision of the Building Official.
- Assists in assigning and directing the work of subordinates within the Building Inspection Division.
- Conducts inspections and enforcement of Building, Electrical, Plumbing, Mechanical, Zoning, Property Maintenance, Dangerous Building, and other related codes and ordinances.
- Checks building plans to assure compliance with applicable codes and ordinances.
- Coordinates with and supports other city departments with regard to enforcement of Fire Code, Zoning Ordinance, Sign Ordinance, Sidewalk/Driveway regulations and other development related codes.
- Investigates complaints and inquiries regarding inspection, enforcement policies and activities and other related matters.
- Assists in maintaining records of all inspections, conditions noted and corrected, pre-pares additional records and reports as required.
- Participates in training of Department employees related to development code enforcement methods and administration.
- Provides technical assistance and attends meetings of appeal boards and attends other meetings as required.
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Considerable knowledge of principles and practices of modern building code enforcement.
- Considerable knowledge of construction principles and practices related to building, electrical, mechanical and plumbing trades.
- Considerable knowledge of state and local building, plumbing, electrical, mechanical and fire codes.
- Ability to read and understand construction plans and specifications.
• Ability to read, understand and apply Zoning and Subdivision Ordinances and other local codes.
• Ability to prepare clear and concise oral and written communications.
• Knowledge of the city's geography, including general soil and hydrological information as it affects building construction.
• Ability to establish and maintain effective working relationships with contractors, general public and fellow employees.
• Ability to keep and maintain department records in an organized and orderly way.
• Ability to perform mathematical calculations quickly and accurately.
• Ability to use computers, including word-processing, spreadsheet and specialized building permit/inspection software applications.

**ESSENTIAL FUNCTIONS/ PHYSICAL ABILITIES**

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas for the purposes of visual construction inspection.
- Ability to bend, stoop, climb, and otherwise move about a construction site for inspections of construction work to assure compliance with applicable codes and ordinances.
- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees, contractors, Boards and the general public via tele-phone or face-to-face.
- Ability to accurately observe construction work and conduct testing procedures to determine compliance with standards and ordinance requirements.
- Ability to read and interpret regulations and ordinances governing construction of buildings and public works.
- Ability to operate telephone, calculator and measuring devices.
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- High school diploma.
- Minimum two years building code enforcement experience preferred.
- Five or more years in construction.
- Must have valid Iowa driver’s license.

**WORKING CONDITIONS**

List working conditions for this position:

- Works in an office environment, but may often work outdoors in adverse weather
- Works a standard work week
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical