



Assistant Building Official

DATE: Adopted 08/07, Revised 02/26

CLASSIFICATION:

Non-Exempt

DEPARTMENT:

Community Development/
Code Enforcement

JOB DESCRIPTION:

Summary/Objective

The Assistant Building Official provides inspection services to ensure enforcement of Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, and other related city codes; review of building plans and specifications; inspection of building construction; communication with contractors, general public, Board of Adjustment, Board of Appeals, and Planning and Zoning Commission.

DISTINGUISHING CHARACTERISTICS:

The Assistant Building Official is responsible to assist the Community Development Director to provide inspections on building and zoning requirements and assist the Community Development Director in the accomplishment of the objectives of the Community Development and Code Enforcement Department. The Assistant Building Official reports to the Community Development Director.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate in enforcement of Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, and other related city codes, by completing inspections, notifying violators conducting, follow-up inspection, and issuing certificates of occupancy.
- Review building, landscaping, lighting and sign plans to assure compliance with applicable codes and ordinances.
- Enforce all adopted nuisance ordinances through inspection, notification to violators, issuances of abate notices and follow-up inspections and court if required.
- Coordinate with other city departments with regard to enforcement of Building, Fire, Plumbing, Mechanical and Electrical Codes, Zoning Ordinance, Rental Housing Code, Sign Ordinance, Sidewalk and Driveway regulations and other development-related codes.
- Resolve issues with the public, contractors, and other developers by investigating and responding to concerns and complaints.
- Issue and record building, mechanical, electrical and plumbing and other related zoning and engineering permits.
- Maintain records of all inspections, conditions noted and corrected, prepare additional records and reports as required.
- Assist with preparation monthly building report and other reports as requested.
- Attend staff meetings, Board of Adjustment, Planning and Zoning, and other meetings in the Community Development Director’s absence or as requested.

- Encourage and promote compliance with safety rules and the use of safety equipment.
- Assist other City departments and perform other duties as directed.
- Assist with housing inspections and issues that pertain to housing code.
- Overseeing and training department inspectors
- Inform Community Development Director of all activities in absence.
- Performs other duties as assigned relating to department objectives.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Experienced in the principles and practices of building code enforcement and construction related to building, electrical, mechanical and plumbing trades.
- Aware of OSHA regulations; application operational hazards, and safety precautions.
- Experience in State and municipal building, plumbing, electrical, mechanical, sign, zoning and fire codes/ordinances and their enforcement.
- Familiar with office equipment including computers, software applications and phone system.
- Experience in nuisance inspection, notification, documentation, and abatement.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Read, understand and apply Zoning and Subdivision Ordinances and other local codes.
- Read and understand construction plans and specifications.
- Problem solving.
- Maintain department records in an organized and orderly way.
- Perform mathematical analyses involving price/quantity, depth/height, width, volumes, square footage and yardage and other such calculations.
- Communicate and maintain effective working relationships (both orally and written) with staff, citizens, subordinates, supervisors, contractors and vendors sufficient to exchange or convey information and to receive work direction.
- Assist with Department Supervisory duties in Community Development Director's absence.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

High School Diploma or General Equivalency Diploma (G.E.D.) and six years of increasingly responsible municipal code enforcement experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Be ICC certified as a commercial building, mechanical, electrical, and plumbing inspector and within 2 years of hire, obtain an ICC Commercial Plans Examiner Certification.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

Valid Iowa Driver's License.

ESSENTIAL PHYSICAL ABILITIES:

Job Classification: Light. See Appendix 1 for physical demand characteristics.

Ability to traverse variable terrain conditions not accessible by vehicle, including but not limited to checking ceilings and roofs on steep slopes, and heavily vegetated areas.

May be subjected to dirt/dust, fumes/ odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday 7:30 a.m. to 4:00 p.m., 40 hours per week. Occasional evening and weekend work may be required as job duties demand.

CITY OF HIAWATHA, IOWA
CLASS TITLE: Community Development Assistant Building Official
APPENDIX 1 Physical Demand Characteristics

ACTIVITY	0% Never	>0-10% Rare >0-10 min/hour (1 - 10 /shift)	11% - 33% Occasional 11-20 min/hour (11 - 100/shift)	34% - 66% Frequent 21-40 min/hour 101 - 300/shift	67% - 100% Constant 41-60 min/hour 301+/shift
1. SIT			X		
2. WALK				X	
3. STAND (stationary)				X	
4. CLIMB Ladder		X			
CLIMB Stairs			X		
5. BALANCE		X			
6. FORWARD BEND		X			
7. KNEEL		X			
8. CROUCH		X			
9. SQUAT		X			
10. CRAWL		X			
11. TWIST		X			
12. REACH Forward					X
REACH Overhead				X	
13. SIMPLE GRASP					X
14. FIRM GRASP			X		
15. PINCH			X		
16. DEXTERITY			X		
17. COMPUTER WORK					X
18. WRIST MOTION				X	
19. BOTH HAND				X	

USE					
20. BOTH LEG USE				X	
ACTIVITY	Never	>0-10% Rare (1x/hour)	11% - 33% Occasional (1x/15 minutes)	34% - 66% Frequent (1x/5 minutes)	67% - 100% Constant (1x/30 seconds)
21. HEARING					X
22. VISION					X
DEPTH/COLOR					X
23. INSIDE WORK				X	
24. OUTSIDE WORK				X	
25. HEAT EXPOSURE				X	
26. COLD EXPOSURE				X	
27. VIBRATION EXP.				X	
28. OPERATE MV					X
29. OTHER EQUIPMENT		X			
EQUIPMENT: DOT trucks					
LIFT/CARRY PUSH/PULL					
Up to 10 lbs.				X	
11 - 15 lbs.			X		
16 - 25 lbs.		X			
26 - 35 lbs.	X				
36 – 50 lbs.	X				
51 – 75 lbs.	X				
76 – 100 lbs.	X				
Over 100 lbs.	X				
Weight of Various Equipment	Case of paper 25#; ladder 37#; combined weight of books carried at one time up to 25#				

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____