

WAPELLO COUNTY PLANNING AND ZONING DEPARTMENT

Job Description

JOB TITLE: Building Inspector

Exempt (Y/N): No	JOB CODE:
SALARY LEVEL: \$55,000 to \$68,000 DEQ	
DIVISION: ZONING	
LOCATION: 536 MILL STREET	DEPARTMENT: PLANNING AND ZONING
SUPERVISOR: ZONING ADMINISTRATOR	
APPROVED BY: MIRANDA BAILEY	DATE: 9/4/2024

SUMMARY:

Under the general direction of the Zoning Administrator to provide direct support for the administration, implementation, inspection, and enforcement of Wapello County, State, and Federal Codes, Rules, and Regulations.

Conduct field inspections and office work in securing compliance with the following items: Construction Codes; On-Site Waste Water Treatment and Disposal Systems; Public Health Nuisances; 911 Addressing; Private Water Well Construction; Requirement for Properly Plugging Abandoned Wells; Private well Sampling, Rehabilitations, and Closure Grants-to-Counties; Non-Public Water Supply Wells. In addition, will assist in Floodplain Management Ordinance; Telecommunication Towers Ordinance and Zoning Ordinance.

Work is performed independently and decisions of the employee are final, subject to appeal. The Building Inspector will handle complaints, settle disputes, resolve grievances and conflicts, or otherwise negotiate with others regarding codes within the county. The Building Inspector will maintain a high attention to detail and dependability pertaining to Code Enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviewing plans and specifications for new construction and alterations, additions, and repairs to existing structures within the county. Recommends or directs changes to plans to conform to code requirements.

Issues permits for new construction, new installations, alterations and repairs after reviewing plans. Collects permit fees and prepares and maintains related records.

Inspects new plumbing, heating, air conditioning, mechanical, electrical, and building construction and alterations, additions and repairs to existing structures. Recommends or directs changes to work to conform to code requirements.

Investigates reported nuisances, causes of unsafe conditions, work occurring without a permit, and other non-compliance with municipal codes. Recommends or directs actions to correct the conditions and makes follow-up visits until compliance is met.

Assist with issuing permits based upon compliance with the county's zoning ordinance and inspect for compliance with zoning and enforces the regulations pertaining to zoning.

Communicates with owners, violators, and/or authorities to explain regulations or recommend remedial actions.

Issues permits, and investigates reported nuisances of On-site wastewater treatment and disposal systems.

Obtains evidence and prepares reports concerning violations that have not been corrected.

Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.

Keeps inspection records and prepares reports for use by administrative or judicial authorities.

NONESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist the Zoning Administrator in daily activities.

Prepares and presents letters, memos, reports, and presentations to the public, staff, and boards.

Prepares and presents staff reports and recommendations to the Administrator and or board members.

Issuing E911 and install E911 signs, will assist others in the Engineering and Zoning offices with tasks related to the above-described duties and responsibilities.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback;

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.

Motivation - Sets and achieves challenging goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Adaptability - Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

2 year college or technical school degree in a related field with 3 years of related experience; or an equivalent combination of education, training, and experience.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of spreadsheets, word processing, and databases.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Valid Iowa Drivers License upon the date of employment

Become certified and maintain these minimum certifications by the International Code Council:

1. International Residential Code, within 12 months of hire.
2. National Electrical Code, within 15 months of hire.
3. International Plumbing Code, within 24 months of hire.
4. International Mechanical Code, within 24 months of hire.

Become familiar with and qualified to inspect onsite wastewater treatment and disposal

1. Basics of Onsite 101, within 12 months of hire.
2. Chapter 69 – Back to Basics, within 12 months of hire.

3. Installation O&M – troubleshooting, within 12 months of hire.

Become familiar with and qualified to administer Grants to Counties

1. Receive 12 CEU to administer involving wells and cisterns, within 12 months of hire.

OTHER QUALIFICATIONS:

Experience relating to building construction and electrical, plumbing, mechanical, residential, fire, and fuel gas installations and the ability to pass examinations regarding these skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk and climb or balance. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives, and vibration. The noise level in the work environment is usually moderate.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The County of Wapello is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.