

**Director of Building and Zoning
City of Iowa Falls, Hardin County, Iowa**

General Description: Full-time position responsible for the construction and property maintenance codes(s) implementation, administration and enforcement and other related to management of the Building and Zoning Department of the City of Iowa Falls. Provides technical and policy support to the City Manager and to various boards, commissions, departments and agencies; provides customer service and technical assistance to the public, contractors, architects, engineers, developers, attorneys, and others on various code requirements, technical issues, and department procedures and policies.

Illustrative Duties: Fulfills the work of the combination building and property maintenance inspector; responsible for the administration and enforcement of the building, plumbing, mechanical, electrical and property maintenance codes; develops procedures; makes determinations; interprets and updates ordinances; informs public, contractors and design professionals on technical issues and questions; develops informational hand-outs; gives presentation at meetings, provides staff support to the City Manager, various boards and commissions, and ensures that follow-up from such meetings is conducted; reviews and evaluates plans, specifications and submittals documents to determine code compliance; issue permits and certificate of occupancy; researches building and other construction codes; performs office and field research and investigations on a variety of code issues; performs office and field research and investigations on a variety of code issues; conducts site inspections. Appointed as Building Official of the City of Iowa Falls.

Qualifications: Over five years experience as an inspector, building related construction or construction project manager, including demonstrated experience in the enforcement of construction codes affecting complex structures is required; a two year associate's degree or equivalent from a college, technical, business or vocational school is desirable; International Code Council certification required in at least two of the following, within twelve (12) months of employment: building, electrical, plumbing, mechanical or fire inspection. Must be able to read and comprehend code books, trade journals, technical publications, and legislation. Proficient in operating a personal computer, Microsoft Office, structural analysis and permit software. Must have valid driver's license. Must be able to perform mathematical functions such as calculating quantities, areas, volumes, weights, and distribution of loads; may use some engineering formulas. Must be able to write letters, memos, prepare reports, plans and public awareness materials, and legal documents.

Application Information: A City of Iowa Falls employment application is required and may be obtained at the Iowa Falls City Hall, 315 Stevens Street, PO Box 698, Iowa Falls, Iowa 50126, (641) 648-2527 or on the web at www.cityofiowafalls.com Application materials will be accepted until the position is filled. The City of Iowa Falls is an Equal Opportunity Employer.

Selection Process: Application materials will be reviewed and a limited number of candidates will be invited to interview by phone or in person.