

**CITY OF ASHLAND  
BUILDING OFFICIAL / ZONING ADMINISTRATOR /  
FLOOD PLAIN ADMINISTRATOR**

**Nature of Work**

Department Head position responsible for technical enforcement work in the inspection of buildings under construction or alteration to determine and secure compliance with the municipal building and zoning codes and other related city county, and state codes and regulations. Position reviews commercial and residential construction plans for code and zoning compliance; coordinates, issues, records and prepares reports for building permits, and enforces all building, zoning and flood plain regulations. Position advises and provides technical assistance to the Planning Commission, Mayor, City Council, and City Administrator; provides recommendations to developers, contractors and owners; serves as liaison to federal, state and local agencies; and participates in appropriate meetings, educational training, and related conferences.

**Responsibilities and Duties**

- 1) Serves as Department Head of the Planning and Zoning Department.
- 2) Reviews construction plans to assure compliance with the City ordinances and zoning requirements.
- 3) Assures residential, commercial and industrial construction is in compliance with Uniform Building, Plumbing and Mechanical Codes and all amendments thereto by performing physical inspections of all phases of construction.
- 4) Issues building permits.
- 5) Maintains records of all building permits and status of construction in the City's zoning jurisdiction.
- 6) Identifies municipal code violations regarding maintenance of private properties.
- 7) Informs citizens of municipal code violations and takes appropriate action.
- 8) Investigates complaints on substandard housing, as directed.
- 9) Issues certificates of occupancy for all buildings found in compliance with building code, zoning ordinance and other relevant codes and regulations after receipt of properly executed application for certificate of occupancy.
- 10) Works with, or assists, the City Fire Chief or State Fire Marshall on any inspections of buildings, etc., that might aid them.
- 11) Keeps the City Administrator informed as to the functions of the Planning and Zoning Department.

- 12) Attends all Planning Commission and Board of Adjustment meetings, and City Council meetings as directed.
- 13) Prepares a monthly report of Planning and Zoning Department activities for the Planning Commission and City Council.
- 14) Updates and maintains a current set of building code and related reference materials.
- 15) Recommends and, after approval, implements new building and housing codes and fee schedules.
- 16) Recommends revisions to City rules or procedures, as needed.
- 17) Performs inspections of City water, sewer, street, construction, or other projects, as directed.
- 18) Participates in management meetings with the Mayor, City Administrator, and other Department Heads.

### **Knowledge, Skills and Abilities**

Knowledge of building codes and regulations

Knowledge of construction materials

Knowledge of construction methods and techniques

Knowledge of, or ability to learn, legal procedures as related to the enforcement of municipal codes and ordinances

Basic Computer Skills

Knowledge of MS Word and Excel programs desired

Ability to read blueprints and building specifications

Ability to recognize faulty construction or hazardous conditions created by deterioration

Ability to incorporate new regulations

Ability to maintain confidentiality

Ability to enforce codes, regulations and corrective measures firmly, tactfully and impartially

Ability to establish and maintain effective working relations with contractors, city officials, employees, and patrons.

Ability to express oneself clearly and concisely, both orally and in writing

Ability to maintain regular attendance on the job

Ability to move over rough topography

Ability to work in varying weather conditions

## **MINIMUM TRAINING AND EXPERIENCE**

- 1) Graduation from a senior high school or equivalent.
- 2) Experience in a building construction trade at the journey, supervisory or contractor level.
- 3) Any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.
- 4) Certification by the International Conference of Building Officials as a Certified Building Inspector within one year of appointment to the position.
- 5) Possession of a valid State of Nebraska driver's license.

## **DESIRABLE TRAINING AND EXPERIENCE**

Certification by the International Conference of Building Officials as a Certified Building Inspector.

Post High-School course work in subjects related to the duties described above.