

**CITY OF ROBINS
CLASS SPECIFICATION**

CLASS TITLE: Building Official/Superintendent Public Works

DEPARTMENT: City Hall	FLSA STATUS: Exempt
CLASS SUMMARY: The position is responsible for supervising Building and Public Works Departments. Duties include: Enforcement of Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, and other related city codes; supervision of personnel within the Building and Public Works Departments; review of building and site plans and specifications; inspection of building construction; communication with contractors, general public, Zoning Administrator, Board of Adjustment, and Planning and Zoning Commission; planning, coordination and organization of public works projects and activities within the parameters set by state, local, and federal authorities. This position must exercise discretion and independent judgment in the day-to-day activities of the Building and Public Works Departments.	
DISTINGUISHING CHARACTERISTICS: This position includes responsibilities for both Building Official and Superintendent Public Works.	

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	GRADE
1.	Enforce Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, and other related city codes.	Daily	
2.	Check building and site plans to assure compliance with applicable codes and ordinances.	Daily	
3.	Complete inspections of building construction	Daily	
4.	Enforce all adopted nuisance ordinances through inspection, notification to violators, issuance of abate notices, and follow-up inspections.	Daily	
5.	Coordinate with other city departments with regard to enforcement of Building, Plumbing, Mechanical and Electrical Code, Zoning Ordinance, Sign Ordinance, Sidewalk and Driveway regulations and other building development-related codes.	Daily	
6.	Resolve issues with the public, contractors, and other developers by investigating and responding to concerns and complaints.	Daily	
7.	Issue and record all building, electrical, plumbing and occupancy permits.	Daily	

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	GRADE
8.	Maintain records of all inspections, conditions noted and corrected, prepare additional records and reports as required.	Daily	
9.	Plan and Schedule the work of the Public Works and Streets Department personnel.	As required	
10.	Provide the necessary Supervision to the Public Works and Streets Department personnel.	As required	
11.	Manage and participate in the repair, construction, and maintenance of the city's streets, signage, drainage, storm sewers, sanitation sewer collection system, and sidewalk infrastructure.	Daily	
12.	Supervise and participate in day-to-day operations of street crews including: prioritizing work items; coordinating projects and staff; insuring crews have the required materials and equipment; and insuring required street signs, records and logs are maintained.	Daily	
13.	Perform inspections of public works and contracted projects to ensure compliance with applicable regulations and standards.	Daily	
14.	Resolve issues with the public, contractors, and other developers by investigating and responding to concerns and complaints.	Daily	
15.	Ensure NPDES requirements are met and recorded.	Daily	
16.	Establish and monitor Department goals and performance criteria.	Daily	
17.	Supervise and evaluate Department employees in accordance with city and departmental policies.	Daily	
18.	Monitor and code expenses. Give preliminary approval to payment of departmental bills in accordance with established policy and procedures.	Daily	
19.	Assist in the preparation of departmental budget and provide input for five-year Capital Improvement Plan.	Annually	
20.	Attend staff meetings, Board of Adjustment, Planning and Zoning, Board of Review, and other meetings as requested, some of which may occur in the evening hours or on weekends.	Monthly	
21.	Encourage, promote, and ensure compliance with safety rules and the use of safety equipment including enforcement of all safety policies.	As required	
22.	Assist other City departments and perform other duties as directed.	As required	
23.	Review the Building, Electrical, Mechanical and Plumbing Code and recommend updates as appropriate to keep the Code current and promote safety.	As required	
24.	Perform other duties as assigned by the Mayor.	As required	
25.	Regular reliable and consistent attendance. Employee is expected to be punctual and dependable in order to	Daily	

	meet the needs of the City. When employees are absent or tardy, work and services are interrupted and an additional burden is placed on colleagues.	
26.	Ability to communicate, problem solve and resolve conflict with co-workers in a constructive manner.	As required

Essential Job Knowledge (position requirements at entry):		
Knowledge of:		
<ul style="list-style-type: none"> • Working knowledge of principles and practices of modern building code enforcement and construction related to building, electrical, mechanical and plumbing trades. • Knowledge of construction techniques as they apply to the design, construction, and maintenance of streets, water, wastewater, and storm water systems. • Knowledge of operating characteristics of tools and equipment used in various public works functions and demonstrated ability in occasional operation during storms and emergencies. • State and municipal code related to building, plumbing, electrical, mechanical, sign, zoning and fire codes/ordinances and their enforcement. • Principles and practices of public works planning, development and operations preferred. • Office equipment including computers and phone system. • Computer hardware and software applications. • Construction techniques, applications operational hazards, and safety precautions. • OSHA and Iowa OSHA regulations. • Employee and equipment productivity. • Supervisory techniques. • City, State and Federal laws. • Personnel Policies. 		

Essential Job Skills (Position requirements at entry):		
Skill and ability to:		
<ul style="list-style-type: none"> • Read, understand and apply Zoning and Subdivision Ordinances and other local codes; • Read and understand construction plans and specifications; • Evaluate and document employee performance, supervise employees and enforce policies. • Ability to take corrective actions when appropriate; • Develop and delegate tasks and projects; • Problem solving; • Maintain department records in an organized and orderly way; • Use computers and related software applications; • Perform mathematical analyses involving price/quantity, depth/height, width, volumes, square footage and yardage, and other such calculations; • Plan and supervise a varied work program involving both skilled and unskilled maintenance personnel in a manner conducive to full performance and high morale. • Communicate and maintain effective working relationships (both orally and written) with Mayor, City Council, City staff, citizens, contractors and vendors sufficient to exchange or convey information and to receive work direction. 		

Training and Experience (position requirements at entry):		
High School Diploma or equivalent required. Associates Degree in field relating to responsibilities preferred; and five years working with principles and practices of modern building code enforcement; construction experience, including supervisory experience; five years		

knowledge of municipal construction and equipment operation; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. At the time of hire candidate must be ICC Certified for Electrical and Building. After hire, candidate must be certified in ICC Mechanical and Plumbing within twelve (12) months of applicant's date of hire.

Administrative Requirements (position requirements at entry):
Valid Iowa Driver's License, CDL preferred, Pre-employment Drug Testing, Criminal Background History Check. Strong leadership and management skills required.

Physical Requirements:
Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, grasping, talking, hearing, seeing, and repetitive motions, all for extended periods of time.

Ability to traverse variable terrain conditions not accessible by vehicle or stairs, including but not limited to, checking ceilings and roofs on steep slopes, and heavily vegetated areas. Perform work outdoor for an extended period.

May be subjected to dirt/dust, fumes/odors, moving machinery, noise, vibration, and 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.

Exerting up to 40 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Prepared by: City of Robins

Adopted: 1-18-21

The City of Robins retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.