

City of Shawano

Zoning Administrator/Building Inspector

Position Description

This position supports the City's mission through responsive and effective administration of planning and zoning functions, city building inspection, and enforcement of zoning and related municipal codes.

Department:	Planning and Zoning Department
Status:	Exempt
Supervisor Title:	City Administrator
Direct Reports:	None

ESSENTIAL FUNCTIONS:

- 1) 30% Responsible for overseeing regulatory **planning** and **zoning administration** for the city. Tasks may include:
- Provide recommendations and participate in development of new policies, procedures, and ordinances to remain in compliance with regulatory agencies and protect the health and welfare of the public.
 - Implement recommendations of the Comprehensive Plan.
 - Execute and enforce departmental policies and procedures.
 - Prepare and maintain proper records, reports and documents.
 - Attend public meetings and present technical information as needed.
 - Review development plans and proposals, prepare reports, set agendas and provide expert staff support for the Planning Commission and Board of Zoning Appeals.
 - Provide interpretation and explanation of the Zoning Ordinance and ensure that all related matters are in compliance with the Comprehensive Plan.
 - Answer inquiries from business owners, developers and members of the public regarding regulatory planning and zoning matters.
 - Prepare correspondence, reports and cases (zoning, subdivision, amendments, etc.) for city council, the public and other agencies.
 - Review zone change requests, proposed subdivision plats, lot splits, requests for city and county conditional use permits, and site plan submittals.
 - Approve planning-related requirements needed for the issuance of building permits, sign permits, home occupations, business licenses, occupancy permits, and similarly related permits or documents.
 - Perform annual review of the city's Comprehensive Plan and undertake any needed actions to update or revise the plan.
 - Develop information and conduct workshops for community involvement in the overall community development programs.
 - Develop short- and long-range plans, including the city's Comprehensive Plan, area plans, annexation plans, and other specialized plans and collaborating with other city staff on plans for parks, bike paths, and other city infrastructure, facilities and amenities.

- 2) 20% Responsible for enforcement of **zoning** and related **municipal codes**. Tasks may include:
- Exercise enforcement and abatement responsibilities under the regulations of the City's Municipal Codes.
 - Conduct field inspections in response to violation complaints issued and communicate with complainants and property owners as needed.
 - Issue notices of violations of municipal code and zoning ordinances and provide information in the time frame allowed for achieving compliance.
 - Follow up on violations to ensure they are corrected through voluntary compliance, abatement or judicial action.
 - Answer questions and provide information pertaining to applicable municipal codes and zoning ordinances.
 - Self-initiate enforcement cases through proactive observation.
 - Confer with other city staff to ensure consistent code enforcement and to develop recommendations for improvements.
 - Maintain knowledge of changes to municipal code and zoning ordinances.
 - Safely operate a motor vehicle in the course of regular duties.

- 3) 30% Responsible for city **building and code inspection**. Tasks may include:
- Review building permit applications and conduct plan reviews to see that all applicable provisions of various regulatory codes have been complied with.
 - Inspect public and private buildings during construction to ensure that building codes and ordinances are observed and construction is in compliance.
 - Interpret building codes and related regulations.
 - Advise and provide assistance to homeowners, contractors, and others in interpreting building codes.
 - Inspect plumbing, electrical, and mechanical work during and after installation to determine conformity with prescribed standards and codes.
 - Research and maintain knowledge of new code changes, new materials available, and new methods of construction.
 - Regulate and control the construction, quality of materials, use and occupancy, and the location of structures within the city.
 - Enforce compliance and construction standards, electrical codes, plumbing and mechanical standards and codes.
 - Answer public, developer, and contractor inquiries regarding Building Trades issues.

- 2) 10% Responsible for providing **leadership** and **guidance**. Tasks may include the following:
- Prepare recommendations for amendments and additions to municipal code and zoning ordinances.
 - Update operations manual regularly to reflect changes in ordinances, codes and procedures.

- 3) 10% Responsible for **records** and **reports**. Tasks may include:
- Maintain project files, logs and other records related to enforcement activities in an organized manner and ensuring that appropriate evidence, such as field notes, photographs and statements from complainants are included.
 - Review reports and citations for accuracy and completeness.

- Prepare written staff reports and present evidence pertaining to code violations to management, and occasionally to the Zoning Appeals Board, and at Municipal and Circuit Court.
- Prepare and provide reports pertaining to code enforcement activities.

Continually looks for new and improved ways of completing the above functions. Other tasks as assigned will be performed in order to address business needs.

POSITION REQUIREMENTS:

Roles: This position requires the ability to work independently; work cooperatively with other employees, agencies, and citizens, and perform in a team environment on a daily basis. Negotiation, discretion, persuasion, tact and diplomacy are essential skills for effectively performing tasks.

Impact: Successful completion of work tasks results in improved policies and procedures, zoning enforcement, community satisfaction, and use of material, and equipment.

Latitude: Duties and tasks are often self-identified and occasionally assigned. The employee prioritizes and arranges tasks to complete duties. Problem solving is often accomplished independently. Decisions not affecting other departments or requiring public input, may be made independently consistent with city policy and ordinances, state and federal statute, established practices of the profession and sound judgement.

Interaction: Frequent interaction with employees throughout the organization and with the general public.

Education:

- High School Diploma or equivalent required.
- College level coursework or technical training in zoning, construction, building trade inspections or city planning required.
- Bachelor's degree in city planning or closely related degree preferred.

Experience:

- Two years' experience in city planning, zoning administration, code enforcement required.
- Two years' experience in building or construction inspection required.
- Experience interpreting administrative rules and regulations required.
- Two years supervisory or leadership experience preferred.

Skills:

- Ability to interpret and enforce laws, ordinances, codes and procedures.
- Ability to obtain thorough knowledge of the city's Zoning Ordinances and municipal codes.
- General knowledge of civil engineering, international building codes, plumbing codes, mechanical codes, and national electrical codes.
- General knowledge of construction materials and methods and flood and zoning regulations.
- Ability to operate electrical circuit testing equipment, radio communication equipment, and other related department equipment.
- Ability to read and use blueprints.
- Ability to access, input, process and retrieve information from the computer and learn required computer software.

- Ability to understand and follow both oral and written instructions.
- Knowledge of interview and communication techniques necessary to obtain information and diffuse situations.
- Ability to meet and interact tactfully with the general public and to communicate effectively and clearly during the course of compliance activity, both orally and in writing.
- Ability to handle difficult and uncooperative members of the public.

Certification/License:

- Valid Wisconsin driver’s license and a good driving record, required.
- Building Inspector Certifications to satisfy all requirements for residential (UDC) building inspection in the State of Wisconsin
- Formal code enforcement training such as ICC and AACE preferred. AACE Code Enforcement Administrator certification required within one year.
- Planner certification preferred.

Work Environment: Approximately 50 percent of work is performed outdoors. Regular exposure to adverse weather conditions, hazardous elements, and dangerous situations. Regular carrying, lifting, moving or pushing of 30 pounds. Occasional (25 percent) bending, stooping, crawling, squatting and twisting. Regular use of manual dexterity and visualization of a computer screen throughout the day. May be subject to uncooperative public reaction regarding code enforcement issues.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE