

**BUSINESS OF THE CITY COUNCIL  
WINDSOR HEIGHTS, IOWA  
AGENDA STATEMENT**

Item No. 11  
For Meeting of 8/17/09

**ITEM TITLE:** Consideration of a resolution adopting a position description and establishing the City Inspector position and adopting a pay scale for a range of positions


**CONTACT PERSON(S):** Marketa George Oliver, City Administrator

**SUMMARY EXPLANATION**

Attached for your consideration is a resolution adopting a position description for a new City Inspector position and pay scales for certain city positions. The City Inspector position will be an in-house position to handle building permits, property maintenance code issues, code enforcement, sign permits and stormwater program coordination. The position is funded with the revenue from building permits and from stormwater rates. The Stormwater legislation that was passed in 2005 dramatically upgrades the requirements with which the City must comply and this position will address compliance with those requirements. The Public Works Director will continue to be the person who develops the budget and the capital plan for the Stormwater Utility. The City Inspector will report to the City Administrator.

It is anticipated that this position will enable the City to be more proactive in enforcement of nuisance and property maintenance codes. This will mean that these codes are no longer enforced simply on a complaint basis. Also, the current positions who handle code enforcement (the Administrative Support Clerk/Code Enforcement Officer) will serve only as secondary code enforcement in the event the City Inspector is absent for longer periods of time (vacation, training, etc.)

The Policy and Administration has reviewed this position and recommends approval.

<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____
Funding Source <u>General</u>
APPROVED FOR SUBMITTAL _____ <div style="text-align: right; margin-right: 50px;"> City Administrator</div>

**RECOMMENDATION:** Approve resolution on a roll call vote.

**COUNCIL ACTION:**

## CITY OF WINDSOR HEIGHTS

Position or Title: **CITY INSPECTOR**  
Department: **Administration**  
Date: **August 17, 2009**  
FLSA Status: **Exempt**  
Reports To: **City Administrator**  
Union Status: **Non-Union**

### **Description and Purpose:**

Under the direction of the City Administrator, issues building permits for industrial, commercial and residential buildings, conducts site plan reviews; interprets and enforces State and City code requirements, building, plumbing, mechanical and residential codes, inspects building and other construction for compliance therewith; confers with engineers, architects, contractors, builders and property owners to enforce State and City codes; provides staff support to the Planning & Zoning Commission and Board of Adjustment; receives and handles inquiries and complaints; receives and reviews requests for variances; performs related work as required. Assures compliance with all Federal, State and City stormwater regulations. Handles City's lead paint program and requirements. Responsible for nuisance code enforcement and coordination of work place safety program. Work is performed independently and is reviewed through observation of results obtained, reports and personal conferences.

### **Essential Job Functions:**

Makes inspections of buildings and all construction for which a building or sign permit is required to determine that the building or structure meets approved plan, and/or zoning, building, plumbing, fire, and other applicable codes and ordinances; inspects footings, foundations, framing, sheetrock, water and sewer taps, etc.; maintains liaison with engineers, architects, contractors, and builders; reviews plans for proposed construction and work under construction for compliance with zoning regulations, stormwater regulations and building codes; inspects and tests new installations, examines pipe, electrical and gas fittings, and other materials; requires corrections to be made when deficiencies are discovered as a result of inspections and assists builders and owners in determining how such corrections may be made; performs a rough-in inspection, above grade inspection, and a final inspection; issues occupancy permit for residences or letter of compliance for commercial, industrial and institutional buildings upon completion of satisfactory final inspection; gives information on building and zoning requirements in the field, in the office, and by telephone; inspects water, sewer and street installations in new subdivisions; inspects raising or lowering of manholes and water shut-off valves when located in driveway or sidewalk locations; advises permit applicants on construction methods and code requirements. Issues various building permits required for construction and has applicant give fee to clerk / receptionist. Coordinates with Public Works Department on related items.

Inspect rental homes for lead paint and helps coordinate removal. Coordinates the City's lead paint program. Handles sign permitting.

Receives, inspects and addresses nuisance code violations. Coordinates with other departments and legal counsel as necessary to abate nuisances. Patrols and/or proactively enforces nuisance code violations as practical.

Assists in the inspections of sidewalks for hazardous conditions, advises property owner of needed repairs, inspects forms and approves the pouring of concrete, and inspects completed sidewalks for compliance with City specifications. If deficiencies are not corrected within 90 days, provides information to City Administrator for completion of deficiency by City.

Secretary to both the Planning & Zoning Commission and the Zoning Board of Adjustment. In coordination with the City Administrator, sets agendas, publishes meeting notices, takes minutes. Reviews all permits, complaints and applications for compliance with the zoning, building and other ordinances, and responds to inquiries from the public regarding plan activities, ordinance requirements, etc. Completes and monitors all stormwater paperwork and compliance set forth by Federal and State Laws. Performs independent work analyzing and making recommendations for preliminary plats, final plats, and site plans for compliance to applicable ordinances. Processes applications for appeals to the Board of Adjustment and develops recommendations to the Board.

#### **KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Considerable working knowledge of the materials, practices, methods, and stages of building construction, plumbing, and electrical work, and other construction trades utilized in residential, commercial, industrial, and institutional buildings; knowledge of building, plumbing, and electrical codes and stormwater regulations; knowledge of City building, nuisance and zoning codes, and related laws and ordinances; maintains current knowledge of all code changes; ability to read and interpret plans, specifications, and blue prints of ordinary complexity quickly and accurately and to compare them with construction in process; ability to suggest modifications which will bring structures into Code compliance; ability to detect poor work, structural and other faults, inferior materials and hazards of fire and collapse; ability to contact, establish and maintain effective working relationships with engineers, architects, contractors, owners, and the public; ability to deal with other employees and the public tactfully and courteously; ability to communicate information clearly and effectively in both oral and written form; ability to keep records and prepare reports and forms; possession of a valid motor vehicle operator's license issued by the State of Iowa. Knowledge of City codes.

**WORKING CONDITIONS:**

Outside work performed under varied conditions including temperatures of extreme heat and extreme cold, with occasional wet conditions and high humidity and exposure to noise, vibration, and dust. Occasional climbing, balancing, stooping, kneeling, crouching, crawling, and reaching activities. Requires ability to converse, using verbal and listening skills, with customers and staff. Requires clarity of vision 20" or less, and 20' or more and sustained depth and related field of vision as well as eye/hand coordination, and motor coordination. Requires forms, numerical, verbal, and spatial perception. Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 100 pounds.

**REQUIREMENTS:**

Graduation from high school or equivalent and five years of responsible experience in the building trades; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Some college level classes preferred. Must possess or be able to obtain ICC certification as a plumbing, electrical, or building inspector within one year of employment. Must possess excellent customer relation skills and be able to communicate well with others both verbally and in writing. Must have a storm water inspection certification within one year of employment.

Certificates, Licenses, Registrations:

- Valid Iowa Drivers License.
- Ability to obtain Commercial Drivers License if needed.

This position is subject to pre-employment and random drug and alcohol screening.

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or work conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor does it alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

The City of Windsor Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Windsor Heights will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.

## **CITY INSPECTOR**

**Salary: Salary midpoint is \$49,987, Hiring Range is DOQ, excellent benefits**

### **City of Windsor Heights, Iowa**

The City of Windsor Heights, Iowa (population 4,891, located in the greater Des Moines metropolitan area) is taking applications and résumés for a City Inspector until 4:00 p.m. on September 2<sup>nd</sup>, 2009.

Under the direction of the City Administrator, the City Inspector issues building and sign permits for industrial, commercial and residential buildings, conducts site plan reviews; interprets and enforces State and City code requirements, inspecting building and other construction for compliance therewith; confers with engineers, architects, contractors, builders and property owners to enforce State and City building codes; provides staff support to the Planning & Zoning Commission and Zoning Board of Adjustment; receives and handles inquiries and complaints; receives and reviews requests for variances; performs related work as required. Assures compliance with all Federal, State and city stormwater regulations. Lead city's lead paint removal priority. Assists and coordinates with other departments the enforcement of nuisance abatement ordinances and work place safety.

Detailed information re: requirements, responsibilities and application process available at City Hall at 515/279-3662 or [www.windsorheights.org](http://www.windsorheights.org). Applications must be received not later than September 2<sup>nd</sup> at 4:00 p.m. (cdt). EEO employer.

Submit cover letter, detailed resume including 5 work related references, and application, to:

City of Windsor Heights  
1133 66<sup>th</sup> Street  
Windsor Heights, IA 50324  
(515) 279-3662 \* FAX: (515) 279-3664  
[www.windsorheights.org](http://www.windsorheights.org)

**Closing date:** September 2nd at 4:00 p.m.

The City of Windsor Heights is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

RESOLUTION NO. 09-0817/

A RESOLUTION ADOPTING POSITION DESCRIPTIONS AND PAY  
SCALES CERTAIN CITY POSITIONS

WHEREAS, the City has employees who render valuable services in performing their duties; and

WHEREAS, the City strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and

WHEREAS, the City wishes to continue to provide superior municipal services to its residents, businesses and visitors; and

WHEREAS, a position description and an updated pay scale are necessary for various positions to maintain the City's workforce; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the current "Professional Series" in the City of Windsor Heights Pay Rates/Schedules is renamed to "Professional Support Series" and will include the positions of Administrative Support Clerk/Code Enforcement Officer and Firefighter/EMT.

BE IT FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the City Inspector Position is established and the Position Description is adopted.

BE IT FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the following "Professional Series" pay scale which includes the positions of Firefighter/Paramedic, City Inspector, and Community Services Director is adopted.

PROFESSIONAL <u>SUPPORT</u> SERIES (ASC/COE and FF/EMT)		PROFESSIONAL SERIES (FF/Paramedic, City Inspector, CSD)	
Base - up to:	\$34,490	Base - up to:	\$46,300
Merit Step 1 - Up to:	\$36,214	Merit Step 1 - Up to:	\$47,689
Merit Step 2 - Up to:	\$37,939	Merit Step 2 - Up to:	\$49,120
Merit Step 3 - Up to:	\$39,663	Merit Step 3 - Up to:	\$50,593
Merit Step 4 - Up to:	\$41,388	Merit Step 4 - Up to:	\$52,111
Merit Step 5 - Up to:	\$45,209	Merit Step 5 - Up to:	\$53,674

PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF AUGUST, 2009.

---

David J. Sullivan, Mayor

ATTEST:

---

Marketa George Oliver, City Administrator/Clerk