

Agenda Report

September 15, 2014 Policy and Administration

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Agenda Item 9

ISSUE: Eliminate the City Inspector Job Description and replace with the Zoning Administrator Job description, approve changes to the Public Works Supervisor position and eliminate the Public Works Staff Lead job description.

BACKGROUND:

During the past year the role of City Inspector has changed significantly and an updated job description is warranted. The proposed changes do not include a pay increase and are highlighted below:

Deleted

- **The position no longer conducts building and other construction inspections including plumbing, fire or other applicable inspections. These inspections are now contracted out with the State of Iowa**
- **The position does not inspect rental homes for lead paint nor does it coordinate for the abatement thereof**
- **The position does not inspect for structural building issues and hazards**

Additions/Clarifications

- **Coordinates all plan reviews and development review process**
- **Proactively seeks out and completes grant applications relevant to mission areas**
- **Leads City's GIS efforts**
- **Serves as the City's representative to the MPO Technical Committee**
- **Monitors City's comprehensive plan in support of City's mission and goals**

All other relevant job duties remain the same including handling of nuisance complaints, enforcement of property maintenance codes and acting as the City's storm water coordinator. If approved the position title will change from City Inspector to Zoning Administrator.

The Public Works Director is recommending the City Council eliminate the job title of Staff Lead because there currently no employees fulfilling the job duties and he has no plans to fill the position again. All duties associated with the job description are being fulfilled by different job titles.

RECOMMENDATION:

Staff recommends the updates to the City Inspector Job description and changing to Zoning Administrator

STAFF CONTACTS:

Jeffrey A. Fiegenschuh, City Administrator
Sheena Danzer, City Inspector
Jason VanAusdall, Public Works Director

THE CITY OF WINDSOR HEIGHTS, IOWA

RESOLUTION NUMBER 14-0952

A RESOLUTION APPROVING THE CREATION OF THE JOB DESCRIPTION FOR THE ZONING ADMINISTRATOR AND THE ELIMINATION OF THE CITY INSPECTOR POSITION & STAFF LEAD JOB DESCRIPTION WITHIN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the City of Windsor Heights desires that the City as a whole, and each department individually, be run as a professional organization; and

WHEREAS, the departments of the City of Windsor Heights need to clearly outline policies, practices and procedure-including but not limited to job descriptions-that guide City personnel to perform to desired levels; and

WHEREAS, the City of Windsor Heights has a need to periodically revise and update job descriptions to share with personnel; and

WHEREAS, the City of Windsor Heights desires to delete the job description of the City Inspector and replace with the updated job description for the Zoning Administrator and eliminate the job description for the Staff Lead position within the Public Works Department; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, that the attached City of Windsor Height job description changes be approved and adopted.

PASSED AND APPROVED THIS 15TH DAY OF SEPTEMBER, 2014.

Diana Willits, Mayor

ATTEST:

Jeffrey A. Fiegenschuh, City Administrator/Clerk

CITY OF WINDSOR HEIGHTS

Position: Zoning Administrator
Department: Administration
Date: September 3, 2014
FLSA Status: Exempt
Reports To: City Administrator
Union Status: Non-Union

Description and Purpose:

Under the general direction of the City Administrator, assists in a variety of short and long range economic development planning activities and assists with current development proposals within the City. Provides customer service to citizens, developers, realtors, builders, etc. by providing information on all areas of City Code, new projects and future development. Receives, handles, and enforces inquiries and nuisance complaints; proactively enforces the City's nuisance and property maintenance code; works in coordination with the Building Official to issue building permits for industrial, commercial and residential buildings, coordinates site plan reviews; interprets and enforces State and City code requirements and the Zoning Ordinance, Provides staff support to the Planning & Zoning Commission and Board of Adjustment; receives and reviews requests for variances; performs related work as required. Assures compliance with all Federal, State and City stormwater regulations. Leads City's GIS effort. Work is performed independently and is reviewed through observation of results obtained, reports and personal conferences.

Essential Job Functions:

- Receives and handles inquiries and nuisance complaints; coordinates with other departments and legal counsel as necessary to abate nuisances
- Proactively enforces the City's nuisance and property maintenance codes.
- Reviews permits related to zoning: zoning compliance, signs, grading, accessory structures, accessory buildings, temporary site plans and other permitted zoning activities.
- Inspects and ensures compliance with all applicable regulations to activity related to zoning; Initiates communication and actions in order to achieve corrective action.
- Assists in the inspections of sidewalks for hazardous conditions.
- Provides information and responds to inquiries from contractors, developers, property owners, staff, and the general public regarding the zoning ordinance, subdivision ordinance, property maintenance code, comprehensive plan, floodplain regulations, census information, etc.
- Coordinates the development review process: receives, distributes to appropriate staff members, and reviews preliminary and final plats, site plans, and other submittals for compliance with City ordinances and policies.
- Secretary to both the Planning and Zoning Commission and Board of Adjustment: sets agendas, prepare staff reports, publishes meeting notices, takes minutes,
- Write and research city ordinances and resolutions.
- Completes and monitors all stormwater paperwork and compliance set forth by Federal and State laws.
- Proactively seeks out and completes applications for grant programs offering funding

opportunities in relevant mission areas.

- Administers grants awarded to the City in accordance with State and Federal laws and regulations.
- Lead City's GIS efforts.
- Monitors the City's Comprehensive Plan in support of the City's mission, goals and objectives.
- Serves as the City's representative on the technical committee of the Metropolitan Planning Organization.
- Acts as a liaison to community groups, as directed by the City Administrator.

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; 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 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. Must be able to operate a computer, smart phone and multiple computer programs with ease.

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. Works independently on various projects.

REQUIREMENTS:

Any equivalent combination of training, experience and/or education which provides the required knowledge, skills and abilities. Bachelor's degree in Community/Regional/Urban Planning, Landscape Architecture, or other related field preferred; AICP certification a plus. Extensive experience may be substituted for educational requirement. Must possess excellent customer relation skills and be able to communicate well with others both verbally and in writing. Must be able to work independently with sustained motivation.

This position is subject to random drug testing. The City of Windsor Heights is a smoke-free environment.

Certificates, Licenses, Registrations:

- Valid Iowa Driver's License.
- AICP certification a plus.
- Iowa Certified Construction Site Pollution Prevention Inspector (ICCSPPPI) certification within 1 year of employment.
- Property Maintenance and Housing Inspector certification within 6 months of employment.

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.