

TOWN OF SILVER CLIFF

BUILDING AND ZONING OFFICIAL **JOB DESCRIPTION**

The Town of Silver Cliff is an equal opportunity employer.

The Building and Zoning Official is a full-time 40 hour a week position. Pay is commensurate with experience and qualifications base pay starts at \$25.00 to \$30.00 per hour with full benefits.

QUALIFICATIONS:

Must have a valid driver's license

Must pass a pre-employment drug test

At least 10 years combined construction industry-related experience and or certificates required.

GENERAL: The Building and Zoning Enforcement Official is responsible for a variety of duties with interpretation and enforcement of the Town of Silver Cliff's Zoning Ordinance, International Codes, and other pertinent land use regulations.

International Codes consist of the following codes in the Town of Silver Cliff:

- International Residential Code
- International Building Code
- International Zoning Code
- International Mechanical Code
- International Fire Code
- International Existing Building Code
- International Energy Conservation Code
- CIRSA Employees Training Courses

Regulating and governing the design, construction, alteration, movement and safety of all structures in the Town of Silver Cliff.

This position requires technical reading and research skills, field inspections, analysis and evaluation of situations and public relation skills.

The Building and Zoning Official may be randomly selected for drug and/or alcohol testing by the Town Board after the pre-employment test.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Interpret and enforce the working of the Town of Silver Cliff's Ordinances and any Amendments made thereto, Title 15 Annexations, Title 16 Zoning, Title 17 Subdivisions, Title 18 Building Regulations and the International Codes as adopted by the Town of Silver Cliff.
2. Take complaints from the general public.
3. Notify citizens of violations. Prepare and mail notices associated with zone changes, special use requests and other amendment requests.
4. Work and cooperate with all citizens, boards, attorneys, policy agencies, towns and other entities which may be necessary to the enforcement of the zoning ordinance.
5. This position reports to the Mayor on a daily basis. Keeps the Mayor and Board informed of happenings such as zoning requests, inadequacies, and possible remedies.
6. The Building and Zoning Official must attend all monthly Town Board meetings. As well as attending workshops and special meetings as scheduled.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

In order to perform the essential duties of the position, the following skill and abilities are required:

1. Must have a valid driver's license
2. Must attend the yearly International Code training institute to continue your CEU's of 40 classroom hours.
3. Must demonstrate skills or the ability to learn basic computer skills including word processing and some spreadsheet and database applications.
4. Technical skills: including but not limited to blueprint reading, interpretation and calculations, interpretate and enforcement of the 2006 & 2021 International Codes, Silver Cliff Zoning Ordinances, and all other pertinent land use regulations.
5. Must have excellent communication and organizational skills, work well with others as well as independently.
6. Must have experience and demonstrate problem solving skills, must be a lifetime learner to grow their ability to learn and educate daily.
7. You must be dedicated to paperwork, filing, note taking, and office organization skills.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

At least 10 years combined construction industry-related experience and or certificates required.

ICC Certification is preferred or will need to achieve certifications within one to three years of the 2021 International Codes, in a timeline set by the Board of Trustees.

Must obtain a Permit Technician for Building Inspector Certificate for IRC within one year of employment.

Must have or obtain ICC Certifications for IMC and IECC by the end of the second year of employment.

Must achieve your Plan Examiner and IBC Inspector Certificate by the end of your 3rd year of employment.

Other related skills require or ability to achieve within a time limit set by the Board of Trustees include: Life Long Learner – CPR and AED Certification – Current Advanced First Aid Certification.

PHYSICAL DEMANDS:

Specific vision abilities including close vision, distant vision, color and peripheral vision, depth perception and ability to adjust focus.

Must have good hearing.

Must be able to lift 50 pounds.

Must be in good physical condition.

Must be able to stand, walk, stoop, kneel and crawl.

Must be able to climb a ladder.

Must be comfortable at heights not to exceed 35 feet.

Must be comfortable in crawlspaces.

Must have good balance.

Other:

The Building and Zoning Official may be required to perform any other duties that may be assigned by the Board of Trustees.