



January 23, 2012

TO: Interested applicants for the City of Wahoo Building Inspector/Zoning Administrator

FROM: Melissa M. Harrell, City Administrator/Clerk/Treasurer

RE: Job Application – Position Information

Thank you for your interest in the Building Inspector/Zoning Administrator position for the City of Wahoo. I am hopeful the following information will give you a greater understanding of the position and responsibilities. Questions can be directed to either Lucinda Morrow or me.

Attached are the following documents:

- Job Announcement
- Job Description
- Benefits Description
- Job Application

Interested parties must submit a completed job application at a minimum. Resumes and a cover letter are encouraged but not required for a complete application.

The first round of reviews of applications will begin on February 10. Applications will be narrowed down to a pool for interviewing. The current Building Inspector/Zoning Administrator is retiring from the position this spring so we will be moving through the hiring process as quickly as possible.

BUILDING INSPECTOR/ZONING ADMINISTRATOR

The City of Wahoo, Nebraska (pop. 4,500) is accepting applications for a full-time Building Inspector/Zoning Administrator. This salaried position is responsible for the following:

- Administration and operation of the city's permits and inspections through planning, coordination, and technical review activities as they pertain to the zoning regulations and construction codes, within the city and surrounding jurisdiction.
- Development, management, and enforcement of the City's comprehensive plan, zoning, subdivision, and flood plain regulations;
- Assists in the enforcement of municipal code.
- Prepare for and record actions of the Planning Commission and Board of Adjustments.
- Must be able to successfully interact with the public by interpreting and explaining codes and regulations; applying and enforcing codes and ordinances firmly, tactfully and impartially; maintain effective working relationships with other public officials, city departments, architects, developers, builders, property owners, and other members of the general public.

Education and experience requirements: Associates Degree in construction management, construction engineering, land use planning, or related construction training with a minimum of three(3) years experience in construction or related industry, OR high school graduate/GED with equivalent training and work experience with a minimum of five (5) years experience in the construction or related industry. Knowledge and use of spreadsheets, word processing, email is required; experience with GIS/CADD Mapping programs would be preferred but not required. The hired individual must either be certified or able to obtain the following certifications within one year of hire: ICC Building Inspector or Plan Examiner, DNR Certified Floodplain Administrator, and NDEQ Onsite Wastewater Treatment Systems Professional. Applicant must have a valid Driver's License. Position is subject to drug and alcohol testing.

Annual salary range - \$33,051 to \$44,345, depending on experience.

Full job description, requirements, and application can be obtained on city website www.wahoo.ne.us under the Careers tab, by contacting City of Wahoo at 605 N. Broadway, Wahoo, by emailing request to morrow@wahoo.ne.us or by phone: 402-443-3222. Salary is dependent on experience. EXCELLENT BENEFIT PACKAGE. Applications due February 10, 2012. Fair Housing City, EOE.

CITY OF WAHOO

JOB DESCRIPTION

POSITION TITLE: Building Inspector/Zoning Administrator

REPORTS TO: Mayor

SUPERVISES: -----

PURPOSE OF POSITION: Responsible for the administration and operation of the city's permits and inspections through planning, direction, coordination, and technical activities as they pertain to the zoning, construction, and inspection of all structures within the city and surrounding jurisdictions; Responsible for the development and management of the City's comprehensive plan, zoning and subdivision regulations; Responsible for the enforcement of building and zoning codes, and assists in the enforcement of municipal code.

ESSENTIAL FUNCTIONS:

Responsible for the enforcement of adopted building and municipal codes and zoning ordinances pertaining to the department; explains and interprets codes and regulations to owners, private contractors, government officials and the general public.

Reviews applicable codes, standards, ordinances and fee schedules to ensure appropriateness; recommends changes to city and state officials as needed.

Responsible for the administration, implementation, and enforcement of flood plain regulations including review of applications.

Assists in the development of the city budget with input regarding inspections and zoning.

Conducts inspections for compliance with applicable codes and city ordinances, as needed; serves as a liaison and coordinates inspections with the state representatives; refer electrical inspections as needed.

Implements procedures and works with the other agencies, including the police, fire and health departments to correct zoning, building and municipal code infractions; issues verbal or written order for the correction of violations and infractions.

Investigates and resolves complaints from the general public concerning zoning, building and municipal code violations; prepares and files appropriate documentation and responds to complainant regarding action taken.

Reviews plans, specifications and other data to ensure the accuracy in meeting the minimum requirements of applicable codes and zoning requirements.

Prepares and advertises various meeting agendas, bids, legal notices and publications for the Planning Commission and Board of Adjustments.

Attends various meetings including but not limited to Planning Commission and Board of Adjustment meetings; takes minutes, maintains a journal of the proceedings, indexes all actions taken and distributes information as needed.

Attends various meetings including City Council, Planning Commission and the Board of Adjustment; answers inquiries and makes recommendations pertaining to inspections and zoning administration.

Responsible for the maintenance and distribution of amendments to Zoning Regulations, Subdivision Regulations, and Comprehensive Plan

Responsible for issuing various permits and licensures, including plumbing, electrical, construction, etc; reviews forms to ensure that all qualifications are met; prepares and administers examinations to ensure individuals obtain specific qualifications for plumbing and electrical licensures; prepares and submits monthly reports of permits issued to the City Council.

Responsible for issuing addresses for properties in compliance with municipal code.

Assists in the planning of new areas within the city and surrounding jurisdictions; provides assistance to developers and the general public when needed.

Attends various meetings and conferences to maintain awareness and keep abreast of the techniques and methods pertaining to inspections and zoning administration.

Perform administrative duties including the preparation of various reports and records pertaining to the duties performed.

Serves as a liaison with the city, the county and other governmental offices pursuing the resolution of mutual problems relating to the construction, inspections and zoning administration.

Receives citizen complaints; records information and/or refers individual to appropriate person for resolution.

Works with the Mayor and Chief of Police on declaration of and abatement of nuisances; supervises the preparation of notice of nuisances and coordination with City departments for the abatement of nuisances if necessary. Provides necessary information to the Council to support declaration of a nuisances and fees incurred to abate a nuisance.

Operates standard office equipment in the performance of job duties, i.e. fax machines, copier, personal computer, calculator, digital camera, etc.

Establishes and maintains positive public relations with the general public, private contractors

and other business relations, other employees, other governmental agencies and municipal officials.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and ability to apply city, state and federal laws, policies and regulations which impact inspections and zoning administration.

Knowledge of and ability to apply various inspections and zoning ordinances and codes.

Knowledge of and ability to apply the practices, methods, materials and equipment of the building industry.

Knowledge of and ability to apply methods and techniques utilized in structural inspections.

Knowledge of and ability to apply rules and regulations pertaining to the issuance of licensures and permits.

Knowledge of and ability to apply routine office procedures and standard clerical techniques.

Knowledge of and ability to perform accurate mathematical calculations using a calculator, ten-key addition machine or manually.

Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs and software pertaining to the duties performed.

Knowledge of the city's responsibilities and use of independent judgment in the performance of duties.

Ability to perform field inspections on new construction, alterations, repairs and remodeling within the city and surrounding jurisdictions.

Ability to read and interpret blueprints, plans and specifications and relate them to applicable laws, rules and regulations, including documents submitted in electronic format.

Ability to enforce ordinances and other regulations with firmness, tact and impartiality.

Ability to accurately prepare and maintain various records, reports and other documents.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to operate standard office equipment.

Ability to communicate effectively in English, both verbally and in writing.

Ability to understand and follow both oral and written instructions.

Ability to establish and maintain effective working relationships with the general public, private contractors and other business relations, other employees, other governmental agencies and municipal officials.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license.
2. Must possess Associates Degree in construction management, construction engineering, land use planning, or related construction training with a minimum of three(3) years experience in construction or related industry, OR high school graduate/GED with equivalent training and work experience with a minimum of five (5) years experience in the construction or related industry.
3. Must have computer knowledge with experience in computer software for word processing, spreadsheet applications, and email; experience with GIS/CADD Mapping programs would be preferred but not required.
4. Must be a certified with the International Code Council as either a Building Inspector or Plan Examiner or able to obtain the certification within one year of start date.
5. Must be a certified floodplain administrator or able to be certified within one year of start date.
6. Must be certified by NDEQ as an "Onsite Wastewater Treatment Systems Professional" or able to obtain certification within one year of start date.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is occasionally performed indoors, but is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the city and surrounding jurisdictions. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must wear a hard hat while in site to complete inspections and must adhere to safety requirements while on the construction site.

An incumbent must have the ability to lift or carry various office and inspection supplies and tools on a regular basis and must possess the coordination and manual dexterity necessary to operate vehicles, computers and inspection tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work requires extensive interaction with the general public, private contractors, developers and other business relations and may be stressful when dealing with irate individuals.

CITY OF WAHOO, NEBRASKA

This provides an outline of available benefits for full-time employees as of October 1, 2011. Further details are available in the City of Wahoo Personnel Policy Manual and insurance and retirement plan documents.

Salaries:

Salary scales have been established for each job description. Annual performance evaluations are conducted for all employees.

Vacation: Vacation is earned at the following rates:

1-7 years – 80 hours of vacation earned

8-17 years – 120 hours of vacation earned

18 years + -- 160 hours of vacation earned

Employees may not carry over more than 48 hours of vacation past their anniversary date. Accrued vacation is paid out at termination or retirement.

Holidays: Eleven holidays are observed, ten official holidays and one “floating holiday”, which is taken like a vacation day. Holidays are: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Personal Leave: Employees earn personal leave time, which can be used for illness of employee, family members, or other family concerns. Full time employees earn 96 hours per year of personal leave. Maximum accrual is 960 hours. Personal leave begins accruing immediately but cannot be utilized until after completing six months of employment. Personal leave is not paid out at termination or retirement, except in the following circumstances: 1) if an employee has worked 20 years and reached age 59 ½; or, 2) has worked 25 years, regardless of age; or 3) if age 59 ½ and has completed 10 years of service, would be entitled to receive half of accrued personal leave.

Funeral Leave: Three days are paid for death of close relative, one day for other relatives. No maximum number of days per year.

On Call Pay: Certain employees in the electric distribution and gas departments are on call on weekends or holidays. Compensation for being on call for a day is equivalent to two hours regular pay for that day. Any time worked while on call is overtime.

Overtime: Overtime is calculated after 40 hours worked in any one week (includes vacation, holiday, comp time, and personal leave taken during the week) and is paid at 1 ½ times regular hourly wage. Time worked on a holiday is considered overtime for most employees. (Police officers are paid their regular wage for working holidays, but receive a separate holiday compensation check twice a year.)

Comp time: Comp time is allowed, at the discretion of the department head. There is no maximum, but employees wishing to use overtime as comp time must take the time off within two weeks of earning the time, it cannot be carried over or banked.

RETIREMENT PLAN:

The City of Wahoo provides a defined contribution retirement plan for its employees. Participating employees contribute 6% and the City contributes a matching 6%. Employees select investment options from list of available funds. Eligible to enroll after six months of employment. Vesting in the City’s contribution to retirement funds occurs as follows:

After 1 year of service	0%
2	20%
3	40%
4	60%
5	80%
6	100%

INSURANCE :

Benefit information provided here is subject to change, as premiums and employer/ employee contributions are reviewed annually. Insurance benefits are effective on the first day of the month following 30 days of employment. If dependents are not enrolled immediately, there are waiting periods for full benefits or additional premium requirements. (The exception would be a qualifying event – marriage, birth of a child, loss of employment by the spouse – but enrollment must occur within 30 days of the event)

Health Insurance:

(Through Blue Cross Blue Shield as of 8/1/11) At the present time the City of Wahoo pays all but \$25.00 of monthly premium for health insurance for employee and 80% of premium for covered dependents. Two health insurance options are available: a PPO plan with \$1,500 deductible or a \$2,500 deductible HSA-qualified plan.

Dental Insurance:

(currently through Principal) The City of Wahoo currently pays full premium for dental insurance for employee, and 75% of the premium for covered dependents.

Life Insurance:

The City of Wahoo currently pays full premium for life insurance for employee and family. A policy through Lincoln National Life Insurance has a \$20,000 benefit for employee, \$10,000 for spouse, \$5,000 for child. (A “child” is through age 19, or up to age 23 if a full-time student)

Long Term Disability:

(through Fort Dearborn Life) The City of Wahoo pays premium for a long-term disability policy, effective after six months of continuous absence from work.

FLEXIBLE BENEFITS PLAN:

Employees may enroll in a flexible benefits plan, which allows pre-tax contribution of employee share of insurance premiums, and/or contributions to unreimbursed medical expense account, and dependent care expense account. This is a “use it or lose it” account: if you do not use the amount set aside, for medical expenses for example, it does not roll over to the next year and you do not get it back.

Security

Have you ever used any names or social security numbers other than those on this application?

Yes No

If so, please explain _____

Job Duty Information

Are you qualified to perform all the essential functions of this job? Yes No

If the job requires, do you have the appropriate valid driver's license? Yes No

DL #: _____ Type: _____ State: _____

Have you had any moving violations? Yes No

Please describe: _____

Please list any other skills, licenses or certificates that may be job-related that you would feel would be of value to this job or company. _____

Educational Background

(Attach transcript)

Name and Location	Years Completed	Did you Graduate?	Course of Study
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High School _____			
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College _____			
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Employment History (List past employers with the most recent, including military. List others on separate page)

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work with us.

References

Include any individuals familiar with your work ability. Do not include relatives.

Name _____
Address _____

Phone _____ Years Known _____
Relationship _____

Name _____
Address _____

Phone _____ Years Known _____
Relationship _____

Name _____
Address _____

Phone _____ Years Known _____
Relationship _____

Name _____
Address _____

Phone _____ Years Known _____
Relationship _____

Comments

Certification and Release

I certify that I have read and understand this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application, rescinding an offer, or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, and I understand that no representative of the employer has the authority to make any assurance to the contrary.

Signature: _____ Date: _____