

## City of Ankeny Iowa

# Deputy Building Official

### Function

The City of Ankeny is accepting applications for a **Deputy Building Official**. As part of the Community Development Department, this position will plan, organize, direct, and participate in the work of the plan check and permits activities coordination of the Building Division workgroup; provides technical expertise in plan check review; as needed performs skilled inspections and certification of new, existing and altered buildings; provides staff support of the Board of Examiners and Appeals; participates in the management of departmental affairs; and may serve as Building Official in the latter's absence.

The salary range **\$86,988 - \$116,738** with starting pay up to midpoint with commensurate experience and qualifications.

*The City of Ankeny offers a comprehensive benefits package including:*

Vacation and Sick Leave

Personal Leave

Nine (9) Paid Holidays

Health/Dental/Life/LTD Insurance

Wellness Programs and Incentives

Tuition Reimbursement and Continuing Education Programs

Public Service Student Loan Forgiveness Benefit

Defined Benefits Pension Plan Through IPERS

Deferred Compensation Plan

Voluntary Insurance Benefit Options

Longevity Pay

***Deadline to apply is Sunday, March 31, 2024. Please apply online at [www.AnkenyIowa.gov/jobs](http://www.AnkenyIowa.gov/jobs) and upload a resume, a cover letter providing details on how your experience and skills align with the position, and any applicable certifications you currently possess.***

*To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Individuals will be contacted regarding a testing date after 3/31/24.*

## **Principal Duties and Responsibilities**

- Plans, organizes, directs, and participates in the plan review of building drawings and design documents for projects submitted to the Building Division.
- Oversees and evaluates assigned personnel for efficiency and effectiveness; reviews and recommends personnel actions of hiring, promotion, discipline, terminations, training, and development; reviews and approves staff recommendations and work product; resolves personnel problems; provides technical support and guidance in their work activities.
- Reviews plans, specifications and structural calculations for compliance with construction codes for commercial, residential, and industrial projects.
- Meets with, consults and/or makes presentations to community groups, design professionals and representatives of local business to explain the functions, policies and operations of the section and to respond to questions concerning plan and permit submittals and code issues.

## **Entry Requirements and Skills**

A bachelor's degree from an accredited college or university and five (5) years of experience in building plan review, building inspection, or enforcing codes and ordinances related to planning, zoning, building, the environment, or health and safety. A minimum of one year of lead or supervisory responsibility is highly desirable. Or any combination of education and/or experience which has provided the knowledge, skills and abilities necessary to achieve satisfactory job performance.

### **REQUIRED SPECIAL QUALIFICATIONS:**

Possession of two of the following three certifications by the International Code Council (ICC) upon date of hire: Residential Building Plans Examiner, Commercial Building Plans Examiner and Commercial Building Inspector. Acquisition of the third within one year from date of hire.

In addition, possession of ICC Certification as a Building Official, Combination Plans Examiner, Combination Commercial Inspector, Combination Residential Inspector or equivalent certification from a recognized agency is highly

desirable.

Shall be able to obtain and maintain a valid motor vehicle operator's license issued by the State of Iowa.

Knowledge of: Plan review and permit issuance operations; building inspection processes; all non-structural aspects of applicable codes; and the methods, materials, techniques and practices employed in building design, construction and inspection; report writing, project and workload planning, building construction and inspection, technical report writing, fire codes and fire prevention systems; public information and public speaking techniques; principles of budget preparation in the public sector; practices and methodologies of contract administration; principles and practices of supervision; the development and implementation of procedures; construction and life safety codes and regulations; forms, permits, plans and specifications used in building inspection and code enforcement programs.

Ability to: Plan, organize, direct and participate in the work of staff engaged in the performance of routine and complex, technical plan check work; develop and implement goals and objectives; determine and evaluate levels of achievement and performance; understand, interpret and explain codes, regulations and policies; identify and analyze administrative problems and implement operational changes; develop and maintain cooperative working relationships with staff and clients from a variety of backgrounds; determine and implement the appropriate course of action in stressful situations; speak to large and small groups; manage meetings effectively; prepare written and verbal reports; work independently; resolve disputes; review construction plans and conduct field inspections of buildings for compliance with standards, codes, ordinance and regulations; perform work involving considerable attention to detail; foster a teamwork atmosphere among Plans and Permits and Inspection staff; lead and guide team members to excel; motivate staff to explore their potential within the scope of their work; and in partnership with the Chief Building Official to deliver seamless service to the Community Development Department.

The City of Ankeny is an equal opportunity employer.