



## City of Ames Assistant Building Official

<b>SALARY</b>	\$35.82 - \$52.37 Hourly \$74,506.43 - \$108,926.48 Annually	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-1227-01
<b>DEPARTMENT</b>	Fire	<b>DIVISION</b>	Inspections
<b>OPENING DATE</b>	08/06/2025	<b>CLOSING DATE</b>	9/3/2025 12:00 PM Central
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	MERIT
<b>RESIDENCY REQUIREMENT?</b>	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Inspects structures for compliance with applicable codes and regulations in the areas of zoning, building, electrical, plumbing, mechanical, fire and rental housing; investigates zoning and building code complaints; initiates appropriate enforcement actions; provides first line supervision to assigned inspectors and clerical staff; collects data and compiles reports on program activities.

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.***

### Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can

reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$91,716.

### **Benefits**

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

### **Examples of Essential Job Functions**

Under the direction and supervision of the Building Official, this position oversees and manages a complete building construction inspection program, including all permitted commercial and residential building projects.

Supervises assigned inspectors; serves as the initial point of contact for any building questions; in the absence of an inspector, inspects structures for compliance with applicable codes and regulations in the areas of zoning, building, electrical, plumbing, mechanical, fire and rental housing; provides first line supervision to assigned inspectors; meets with neighborhood groups and other interested citizens to address community building construction issues; recommends program improvements to the Building Official; assumes responsibility for the division in the absence of the Building Official; oversees data entry and reporting functions within the program and provides monthly and other required activity reports to the Building Official; coordinates with the City Attorney, Planning, Fire, Public Works, Water, Electric, and other City staff; investigates complaints and makes systematic and routine inspections of specific buildings; reviews building permit applications for building, electrical, mechanical, plumbing and fire code compliance and approves or disapproves permit issuance; performs field inspections of buildings; represents the Building Official and the Inspection Division of the Fire Department at official and public functions, as required; consults with owners, managers, and others on observed code violations and explains required remedial actions; issues verbal and written orders for correction of violations; gathers evidence of violations; prepares recommendations to the Building Official in regard to code appeals; assists the Building Official in preparing for Board, Council, and other public hearings and presentations; collects information for preparation of budget and miscellaneous reports; performs other related duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

### **Qualifications**

Employment Standards: Two years of college with coursework in building construction, architectural design or related curriculum plus five years of experience in building inspection or construction including two years experience in a supervisory role; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities. Extensive knowledge of all types of building construction systems, including building, plumbing, mechanical, and electrical. General practical understanding of structural engineering concepts and practices

as applied to building construction.

Licenses and Certificates: Certification by the International Code Council (ICC) as a Commercial Building Inspector is required within two years of date of employment. ICC certification as Residential Building Inspector is required within two years of date of employment. Must possess a valid Iowa driver's license.

Knowledge, Skills, and Abilities: Considerable knowledge of local, state, and national codes in the areas of zoning, electrical, plumbing, mechanical, building and housing; considerable knowledge of building construction and its materials, methods, and practices in all the trades; ability to read and interpret building construction plans, site plans, and topographic maps; ability to prepare and maintain clear and concise records and reports; ability to interpret and work from technical sketches, mechanical drawings and blueprints; ability to make sound decisions; ability to work independently with minimal supervision; ability to develop and maintain effective working relationships with contractors, other government agencies, other City employees, and the general public; ability to communicate clearly and concisely both orally and in writing; ability to operate a motor vehicle.

## **Supplemental Information**

General Physical Characteristics: The work involves sitting 10 percent of the time; sitting and using arm/leg controls 30 percent of the time; standing (but not walking) 30 percent of the time; standing and walking 30 percent of the time; frequently lifting objects under 10 pounds; routinely lifting objects from 10 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, finger dexterity, grasping, feeling, talking, hearing.

Environmental Conditions: The work is performed inside and/or outside and includes being exposed to extreme cold, extreme heat, noise, vibration, mechanical hazards, electrical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin, oils, confined spaces, darkness or poor lighting conditions.

Equipment Used on the Job: Desktop computer, laptop computer, telephone, cell phone, digital camera, architectural and engineering scales, car, tape measure, flashlight, code books and reference materials, inspection forms, fax machine, copy machine, scanner, printer.

### **Veteran's Preference Points**

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

### **Selection Process:**

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Employer**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## **Assistant Building Official Supplemental Questionnaire**

### **\*QUESTION 1**

The City of Ames is a values driven organization, with 13 ETP values, describe the value(s) you currently incorporate in leading a team?

### **\*QUESTION 2**

Please provide a description of your leadership experience, also including length of time and number of people you supervised.

\* Required Question