

CITY OF FAIRFAX, IOWA

EMPLOYMENT OPPORTUNITY

The City of Fairfax, Iowa, is accepting applications for a full-time building department administrator/inspector position. Duties include, but are not limited to: inspect residential and commercial property, issue building permits, ensure code enforcement, recommend and implement property regulations, issue nuisance notices, and assist City Council, Planning and Zoning Commission, and Board of Adjustment with property issues.

The applicant must have a high school diploma or equivalent, an associate's degree or higher beyond high school in a related field or equivalent experience; speak, read, and write fluent English; have a valid Iowa Driver's License; and must be or be able to become a building inspector certified in areas as required by Iowa Code, within one year of hire.

This is a full-time position for 40 hours per week, Monday – Friday, with some evening hours required to attend City of Fairfax meetings as needed. Compensation will be based on education and experience.

Applications, a job description, and informational sheet are available at the city clerk's office at 300 80th St. Ct., Fairfax, Iowa, 52228, from 7:30 AM – 4:00 PM, Monday through Friday; on the city's website at: www.cityoffairfax.org; or by mail.

You may call 319-846-2204 or email: fairfax@cityoffairfax.org with questions or to request the documents.

Completed applications must be received by the Fairfax city clerk's office staff by 4:00 PM on Monday, September 29, 2025.

The City of Fairfax is an equal Opportunity Employer.