

1209 6th Street
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JOB ANNOUNCEMENT

January 2026

Position: Building and Zoning Official

Department: Administration

Salary Range: Salary Dependent on Qualifications

Job Summary:

Under administrative direction of the City Administrator, performs building inspection, nuisance abatement, zoning enforcement, and workplace safety duties. Performs administrative work in the enforcement of adopted building, electrical, plumbing and related codes. Assures compliance with federal, State, local codes and standards, and contractual provisions. Coordinates all facets of zoning enforcement and building inspection activities. Assists and coordinates with other departments the enforcement of nuisance abatement ordinances and workplace safety. Performs related work as required.

Job Functions and Requirements:

- Reviews and assigns responsibility of complaints relating to the construction, repair, alterations and occupancy of all building and structures within the local jurisdiction.
- Directs the issuance of permits, notices, certificates, stop-work orders and other correspondence.
- Reviews architectural and structural plans of residences, buildings, and other structures for approval and issuance of building permits. Makes inspections, answers inquiries and interprets problems of enforcement.
- Meets with builders, contractors, and property owners on inspection and code enforcement and building methods, materials and practices.
- Inspects and approves plans and all phases of public and private construction and improvement work to assure compliance with zoning, plans, standards, special requirements, codes and regulations.
- Investigates unlawful zoning or building activities.
- Assures proper maintenance and filing of records.
- Identifies, records and files documentation of utility tap locations in subdivision plats.
- Coordinates, prepares and attends the Planning and Zoning Commission and Board of Adjustment meetings/hearings.
- Directs and maintains the GIS and GPS programs.
- Provides forms, maps and documents as needed.

Certificate Requirements: Residential Inspector (ICC), within one year; Commercial Inspector (ICC), within two years; HMA 1 & PCC2, within one year; Certified Building Official (ICC), preferred within five years. Five-six years related experience and/or training, or bachelor's degree; or equivalent combination of education and experience. Degree in Construction, Engineering, Architecture or closely related field.

Application and job description available at City Hall or at www.cityofnevadaiowa.org. Send application and resume to City Administrator, 1209 6th St., PO Box 530, Nevada, IA 50201-0530 or by email: jcook@cityofnevadaiowa.org. Deadline: Open until filled. Pre-employment physical, drug screen, and background investigation will be conducted. EOE/AA.

Any questions may be directed to: Jordan Cook at jcook@cityofnevadaiowa.org or Erin Mousel at emousel@cityofnevadaiowa.org