City of Adel Job Posting
Building Inspector/Code Enforcement Officer

The City of Adel, a growing suburb in the vibrant Des Moines metropolitan area with a population of approximately 7,000, is accepting applications for the non-exempt position Building Inspector/Code Enforcement Officer. This is a full-time position reporting directly to the Community Development Director in the Planning & Zoning Department.

The Building Inspector/Code Enforcement Officer is responsible for reviewing plans, issuing permits, conducting inspections, and enforcing building, zoning, property maintenance, and nuisance regulations to ensure compliance with City ordinances and adopted codes. The position works directly with contractors, developers, property owners, and residents to provide guidance, promote code compliance, and support safe, high-quality development throughout the community.

Working under the direction of the Community Development Director, this position assists with development review, communicates project and enforcement updates, maintains inspection and permit records, and helps implement the City's community development goals.

The position also collaborates with other City departments, particularly Public Works, on activities such as sidewalk inspections, utility coordination, and Iowa One Call requests. In addition, the Building Inspector/Code Enforcement Officer provides support to other departments as needed and helps foster a coordinated approach to delivering municipal services and maintaining community standards.

A complete job description may be found at www.adeliowa.gov and at Adel City Hall.

Relevant degree/certification or a minimum of five years of experience in the building trades. Must possess or be able to obtain certifications in residential electrical inspection and residential 1 and 2 family dwelling inspector certifications within one year of hire.

The annual salary range for this position is $65,000 to $70,000, with a starting salary commensurate with qualifications and experience. The City offers a comprehensive benefit package including State of Iowa retirement.

Interested applicants must submit a cover letter, resume, and a City application (which may be found at the City of Adel Employment page) to Adel City Hall. The application may be submitted online or printed out and submitted to cityhall@adeliowa.gov or by drop-box or mail to 301 South 10th Street, Adel, Iowa, 50003.

This job posting will remain open until the position has been filled. Interested applicants are encouraged to apply as soon as possible. An initial review of candidates will be completed on Monday, November 30, 2026, with interviews being scheduled shortly thereafter. For more information on this opportunity, please call (515) 993-4525 or email cityhall@adeliowa.gov.

The City of Adel is an Equal Opportunity Employer.

City of Adel

Building Inspector/Code Enforcement Officer

Department: **Community Development**
Reports To: **Community Development Director**
FLSA Status: **Non-Exempt**
Approved By: **Timothy J. Vick, City Administrator**

Council Review and Approval on October 27, 2026

Summary Description:
Under the general direction of the Community Development Director, the Building Inspector/Code Enforcement Officer is responsible for ensuring compliance with building, zoning, plumbing, electrical, property maintenance, and related codes through plan review, permit issuance, inspections, and enforcement activities. The position works closely with contractors, property owners, city staff, and the public to provide guidance on code requirements, review construction projects, conduct rental and nuisance inspections, maintain records, and support community development initiatives. Work requires knowledge of construction practices and code regulations, effective communication skills, sound judgment, and the ability to work independently in both office and field environments.

Appointment/Selection:
Selection is based upon the recommendation of the Community Development Director subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:
- Knowledge of construction methods, materials, practices, and building trades, including plumbing, electrical, and mechanical systems.
- Knowledge of local, state, and adopted building, zoning, plumbing, and electrical codes and regulations.
- Ability to read and interpret plans, blueprints, specifications, maps, and related construction documents.
- Ability to identify code violations, construction deficiencies, safety hazards, and non-compliant work.
- Ability to communicate effectively, both verbally and in writing, with the public, contractors, property owners, elected officials, and City staff.
- Ability to establish and maintain positive working relationships.
- Ability to exercise sound judgment, work independently, and solve problems professionally.
- Proficiency with computers, software applications, recordkeeping systems, and related technology.

Essential Functions:

(The following is a list of typical duties and is not intended to be all-inclusive.)

- Perform inspections of residential, commercial, industrial, and institutional construction projects to ensure compliance with approved plans, zoning regulations, and applicable codes.
- Conduct footing, foundation, framing, rough-in, utility connection, occupancy, and final inspections.
- Review construction plans and permit applications for compliance with City ordinances and adopted codes.
- Issue building and zoning permits, certificates of occupancy, letters of compliance, and related documentation.
- Provide information and technical assistance regarding building, zoning, and code requirements.
- Work with contractors, developers, property owners, and residents to promote code compliance and resolve deficiencies.
- Conduct rental housing inspections and enforce applicable property maintenance, housing, fire, and safety regulations.
- Enforce nuisance ordinances in a fair, professional, and consistent manner.
- Maintain accurate records, inspection reports, permit files, and enforcement documentation.
- Coordinate with the Public Works Department on sidewalk inspections, utility locating activities, and Iowa One Call (811) requests.
- Inspect sidewalks and related improvements for compliance with City standards and specifications.
- Regularly communicate project status, enforcement issues, and departmental concerns to the Community Development Director.
- Assist other City departments, including seasonal support activities, as assigned.
- Perform other related duties as assigned by the Community Development Director.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep appraised of developments/changes in municipal government and applicable building codes.

Experience and Training:

- Associate degree, technical certification, or equivalent combination of education, training, and experience related to building construction, code enforcement, or inspection services; or a minimum of five (5) years of progressively responsible experience in the building trades.
- Must possess or obtain and maintain a Residential 1 and 2 Family Dwelling Inspector Certification within one (1) year of employment.
- Must possess or obtain and maintain applicable certifications in residential electrical inspection within one (1) years of employment.
- Must possess a valid Iowa driver's license.
  An equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities required to perform the essential duties of the position may be considered.

Work Environment/Frequent Physical Demands:

- See Appendix A: Essential Job Function Analysis for a full outline of environment and physical demands related to this position.
  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interaction with Other Department/Staff:

- Maintains strict confidentiality of sensitive information and records shared between City staff and City Council, ensuring personal information is securely protected at all times.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

_____	_____	_____	_____
Employee's Signature	Date	City Administrator	Date

The City of Adel is an Equal Opportunity Employer.

Appendix A

Iowa Municipalities Workers' Compensation Association

Essential Job Function Analysis

Employee: Date of Injury:

The following provides a summary description of the regular job duties and requirements.

Title: Building Inspector/Code Compliance Officer

Entity: City of Adel **Department: Community Development**

Hours Per Shift:

Job Description Summary

Under the general direction of the Community Development Director, the Building Inspector/Code Compliance Officer is responsible for ensuring compliance with building, zoning, plumbing, electrical, property maintenance, and related codes through plan review, permit issuance, inspections, and enforcement activities. The position works closely with contractors, property owners, city staff, and the public to provide guidance on code requirements, review construction projects, conduct rental and nuisance inspections, maintain records, and support community development initiatives. Work requires knowledge of construction practices and code regulations, effective communication skills, sound judgment, and the ability to work independently in both office and field environments.

Physical Demands: "X" indicates the amount of time the employee spends performing job functions:
None = 0% **S**eldom = 1%–6% (up to ½ hour) **F**requently = 34%–66% (3–6 hours)
Occasionally = 7%–33% (up to 3 hours) **C**onstantly = 67%–100% (6–8+ hours)

	N	S	O	F	C		N	S	O	F	C
BODY POSITIONS						**ENVIRONMENTAL**					
Standing				X		Dust				X	
Sitting			X			Noise				X	
Walking, 2–5 miles				X		Vibrations		X			
Kneeling			X			Chemical Agents			X		
MOVEMENTS						Biological Agents		X			
Bending/Stooping				X		Excessive Heat			X		
Twisting			X			Excessive Cold			X		
Crawling		X				Working around moving equip.				X	
Squatting			X			Uneven terrain, slopes, trenches			X		
Balancing			X			Trip & fall obstacles			X		
Reaching Overhead			X			**JOB SPECIFIC**					
Reaching Forward					X	Indoors 20 %			X		
Climbing – Stairs, Ladders, Slope			X			Outdoors 80 %					X
Neck Flexion/Extension					X	Driving – Vehicle/Equipment				X	
USE OF HANDS						Power Tools/Equipment	X				
Grasping/Handing					X	Office equipment, camera, tape					X
Powerful Grasp			X			Sight					X
Fine Manipulation				X		Hearing					X
Keyboarding/VDT 1.0 hrs/day			X			Speech					X
LIFT/CARRY						**PUSH/PULL**					
0–10 lbs. Carry continuously. Plans					X	0–10 lbs. Opening doors				X	
11–25 lbs. Carry 150 ft. Plans			X			11–25 lbs.	X				
26–50 lbs. Carry 150 ft. Plans			X			26–50 lbs.	X				
51–75 lbs. Carry ft.	X					51–75 lbs. climbing ladder		X			
76–100 lbs. Carry ft.	X					76–100 lbs.	X				
Over 100 lbs. Carry ft.	X					Over 100 lbs.	X				

Required Personal Protective Equipment:
Safety Glasses, Hearing Protection, Hard Hat, Safety Shoes, Gloves, Safety Vest, Seat Belt, Safety Lanyard, Dust Mask

Physician's Release

Physician: I have reviewed the physical demands of the essential job function analysis.

_____ Released to Full Duty _____ Released with following restrictions: _____

_____

Physician Signature: _____ Date: _____

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