

# CITY OF PLATTSMOUTH

## JOB DESCRIPTION

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**POSITION TITLE:** City Inspector

**REPORTS TO:** City Administrator

**SUPERVISES:** N/A

**PURPOSE OF POSITION:**

Building Inspector: Enforce all the provisions of the City of Plattsmouth Revised Municipal Ordinances and adopted Codes pertaining to building construction and repair with the power of the city police. This includes plumbing, HVAC, ADA, and on-site wastewater disposal. Electrical inspections in Cass County are conducted by the Nebraska State Electrical Division.

Zoning Inspector/Director: Enforce all the provisions of the Comprehensive Development Plan for the City of Plattsmouth, The Land Development Ordinance for the City of Plattsmouth, serve in an advisory capacity to the Plattsmouth Planning Commission, and serve in an advisory capacity to the Plattsmouth Board of Adjustment.

Flood Plain Manager: Review and enforce development for compliance with federal, state, and local regulations regarding floodway/floodplain areas as identified by the Department of Homeland Security and FEMA (Federal Emergency Management Agency).

**EXEMPT (Y/N):** Yes

**ESSENTIAL FUNCTIONS:**

Building Inspector

- Review plans, issue building permits, collect fees, and conduct inspections related to building permits.
- Enforce the Americans with Disabilities Act (ADA). Enforce Nebraska Department of Environmental Quality Title 124 – Rules and Regulations for the Design, Operation and Maintenance of On-Site Wastewater Treatment Systems.
- Enforce the International Building Code as adopted by the City of Plattsmouth Revised Municipal Ordinances.

Zoning Inspector/Director

- Accept, review, and collect fees related to applications for subdivisions, special use permits, rezoning requests, and variances. Serve as advisor and recording secretary for the Plattsmouth Planning Commission and Board of Adjustment.
- Enforce The Land Development Ordinance for the City of Plattsmouth.
- Enforce The Comprehensive Development Plan for the City of Plattsmouth. Coordinate the assignment of addresses with Cass County Zoning, GIS Workshop (enhanced 911 database), U.S. Postal Service, and local utilities.

### Flood Plain Manager

- Enforce the Floodway/Floodplain Overlay District as adopted in The Land Development Ordinance for the City of Plattsmouth.

### Other

- Coordinate on projects and share information with various agencies such as the U.S. Army Corps of Engineers, Environmental Protection Agency, Federal Emergency Management Agency, U.S. Census Bureau, Nebraska Fire Marshal, State Electrical Division, Nebraska Department of Environmental Quality, GIS Workshop, Lower Platte South Natural Resources District, Nebraska Department of Natural Resources, Nebraska Department of Agriculture, Cass County Zoning, Cass County GIS, Cass County Surveyor, Cass County Register of Deeds, Cass County Treasurer, Cass County Sheriff, Plattsmouth Public Works Department, Plattsmouth Police Department.
- Maintain records, manage advertising and postings, prepare and mail correspondence, and serve as recording secretary for the Plattsmouth Planning Commission and Plattsmouth Board of Adjustment.
- Investigate violations of the Land Development Ordinance for the City of Plattsmouth, the Plattsmouth Revised Municipal Ordinances, and the International Building Code.
- Work with the Police Department on issues related to building and zoning.
- Work with land surveyors in developing no-rise certificates related to flood plain development.
- Maintain and interpret FEMA maps of the jurisdiction's floodways and flood plains.
- Inspect and report to the Plattsmouth City Council regarding the licensing of mobile home parks.
- Provide information regarding building codes, municipal codes, zoning, and floodway/floodway development to the general public.
- Conduct current and historical research for various city officials related to building, zoning, land ownership, city property and ordinances.
- Attend various meetings including City Council meetings and serve as a member of various boards and committees to answer inquires and make recommendations pertaining to the functions of the department.
- Prepare and maintain various reports and records pertaining to building and zoning activities including but not limited to, development and construction projects, code compliance, and violations.

- Serve as a liaison for the city with other contractors and other governmental agencies pursuing the resolution of mutual problems relating to building, zoning, and floodplain development.
- Answer inquiries from the general public; receive citizen complaints and handle situation and/or refer individual to appropriate city official for resolution.
- Provide public records and information to citizens, the media and other agencies, upon discretion and approval of the City Administrator.
- Operate standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, and the like.
- Establish and maintain positive public relations with the general public, other employees, other governmental agencies and municipal officials.
- Serve as administrative liaison to boards, commissions or committees relating to building and zoning, projects, or programs.

**MARGINAL FUNCTIONS:**

Performs other duties as directed or as the situation dictates.

**ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:**

Knowledge of and ability to apply federal, state and local laws and regulations related to building and development projects.

Knowledge of and ability to comprehend and apply building codes, state statutes and city codes.

Knowledge of the processes related to land transactions such as deeds, vacations, foreclosures and the like for the purpose of conducting research of city records and the records of the Cass County Surveyor, Treasurer, Assessor, and Register of Deeds.

Knowledge of legal descriptions used to describe land and its division.

Knowledge of and ability to read construction plans and estimate construction costs for the purpose of issuing building permits.

Knowledge of and ability to operate vehicles, machinery, equipment and tools pertaining to duties performed.

Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

Knowledge of and ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.

Knowledge of the infrastructure of the city, the water district and the sewer district.

Knowledge of city responsibilities and ability to use independent judgment in the performance of duties.

Ability to apply mathematical computations as applied to standard construction formulas.

Ability to plan and layout a comprehensive work program.

Ability to accurately read and interpret technical sketches, blueprints and instructional manuals.

Ability to enforce ordinances and other regulations with firmness, tact and impartiality.

Ability to accurately prepare and maintain various records, reports and other departmental documents.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

### **ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:**

Maintain an Onsite Wastewater Treatment Systems Professional Inspector License.

Continuing education in floodway/floodplain management.

Continuing education in planning and zoning.

Continuing education in building codes.

1. Must possess a valid drivers license.
2. Graduation from an accredited college or university with a Bachelor's Degree in

