

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Public Works-Code Enforcement
INCUMBENT:
REPORTS TO: Director of Public Works

DATE: 11/15/2023

A. POSITION PURPOSE

This position's primary focus is on code enforcement including the building codes and property maintenance codes, performing inspections and issuing various permits. Duties include coordinating and scheduling various committees associated with city ordinances and codes. Additional functions include assisting the Public Works Director in City in project inspections, surveying, mapping, and other computer skills. The position works under the guidance of the Director of Public Works and requires considerable contact with the public and therefore must maintain good public relations.

B. NATURE AND SCOPE

1. Duties:

- A. Conduct periodic ordinance and code enforcement inspections for compliance to the statutes, ordinances, codes, and policies adopted by Council. Examples of such inspections include.
 - 1) Building and development inspections on construction projects and dilapidated/unsafe structures.
 - 2) Property maintenance inspections for violations of weeds, sidewalks, trees, abandoned vehicles, junk trash and debris.
 - 3) Zoning ordinance violations and general ordinance enforcement issues such as travel park licensing, mobile home park licensing, vacation home licensing and animal control.
 - 4) Issue non-compliance notices to property owners following established policies and procedures, following-up as needed.
- B. Administer various commissions, boards and committees associated with ordinance compliance such as setting, facilitating, and attending the Planning & Zoning Commission (P&Z), Board of Adjustment & Appeals (BAA) and other similar meetings as needed/requested to ensure ordinances, policies & procedures are followed. This includes:
 - 1) Issuance of proper notice of such meetings including publishing, posting, and sufficiently distributing to interested parties as set in statute, ordinance, and policies.
 - 2) Establish agendas, distribute meeting material, and prepare minutes for the commissions, boards and committees.
 - 3) Communicate the outcomes of various meetings to Finance Officer along with the necessary documentation for inclusion in the Council agenda for further approval as needed. This may include drafting of ordinances or resolutions to be presented to Council.
- C. Assist the Director of Public Works in the execution of the various duties of the Department. This includes but not limited to:
 - 1) Review of building plans, subdivision plans, and site development plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances.
 - 2) Work closely with design engineers, developers, home builders, Director of Public Works and City Superintendents, ensuring that all the proper permits and easements have been secured and ordinances and regulations are being adhered to.

- 3) Perform site inspections as required to ensure continuing adherence to approved plans, codes and ordinances.
- 4) Issuance of Permits and Licenses for various activities such as building construction, special events, Mobile home court licenses, Travel Park licenses, and Vacation home licenses.
- D. This position will require working closely with customers to ensure the proposed project meets requirements established in codes and ordinances, working cooperatively with them in the issuance of a building permit or other permits or licenses and ensure all requirements are met.
- E. This position will maintain updated data bases and files such as recorded plats, construction plans, easements, and permits.
- F. This position works with Director of Public Works as the technical representative of the City for Federal and State government issues. This includes preparing and submitting federal and state reports, FEMA documents and other flood plain management documents.
- G. This position must communicate openly with Director of Public Works, Mayor, Finance Officer, Superintendents and other employees.

2. Challenges and Problems:

The Assistant Director of Public Works is to tactfully handle building code and ordinance enforcement related questions or problems, working with the Director of Public Works or other City staff for resolution of such issues while maintaining a professional presence and respectfully answering questions by staff and public.

The Assistant Director of Public Works shall provide technical assistance to the City Superintendents, City Crews, and public and clearly communicate such matters to other City staff as necessary.

3. Control on Actions:

The Assistant Director of Public Works is expected to represent the City and the Department in a professional and responsible manner when working and not working.

The Assistant Director of Public Works is expected to possess the knowledge and skills to represent the Director of Public Works in his absence and acknowledge limitations of authority and knowledge on the subject. Final approval of such activities is referred to the Director of Public Works and Council.

4. Working Conditions:

The Assistant Director of Public Works is expected to balance time in the office and outside at project sites during all weather and site conditions. Occasional travel out of town may be required.

Routinely remain in a stationary position in an office setting for extended periods of time. Also, frequently bend, crawl, climb, kneel, stoop and lift/carry equipment that exceeds 20 pounds as needed for project sites and inspections.

5. Performance Measurement:

The Assistant Director of Public Works performance is measured through the proper administration of various permits and licenses and enforcement of statutes, ordinances, codes, and policies adopted by the Council along with maintaining a good relationship with staff and the public.

C. QUALIFICATIONS

1. Knowledge, Skills and Abilities:

Ability to read and interpret building codes, Municipal ordinances, State statutes, and Federal regulations.

Ability to read and interpret construction plans and specifications, and plats and other legal documents.

General computer skills to include file management, operation of various programs such as Microsoft Word, Excel, Access & Publisher.

Ability to organize, prepare, and maintain accurate files and reports documenting compliance with City, State, and Federal laws governing the operations of the City.

Ability to clearly and precisely communicate with both co-workers and the public.

Optional skills and abilities include operating specialty programs such Computer Aided Drafting (CAD), Geographical information systems (GIS), survey equipment and associated software and other specialized equipment and software.

2. Education/Experience

Graduation from high school or possession of a GED Certificate required. Certified Law Enforcement Officer by the State of South Dakota preferred. Related education and/or experience in job related field.