



JOB DESCRIPTION- COMMUNITY DEVELOPMENT INSPECTION TECHNICIAN

Job Summary: Under supervision, the technician will perform a wide variety of routine paraprofessional, technical, administrative and specialized inspection work involved in building, electrical, plumbing, septic, water wells, nuisances, pools, tanning, tattoo parlors and related permit applications to the community development and environmental health program according to standards and regulations.

Overall Duties:

1. Receiving and reviewing permit applications, scheduling inspections and processing routine requests.
2. Assisting and interacting directly with project sponsors, permit expeditors, contractors, the general public and other department representatives.
3. Perform routine and accurate entries into various computer systems.
4. Receiving a variety of routine problems and complaints and directs them to appropriate division and staff.
5. Researching public records regarding construction, permits, soil reports, GIS mapping and legal descriptions.
6. Conduct inspections relating to all aspects of construction including but not limited to the framing, electrical, plumbing and mechanical systems
7. Recording, compiling, and maintaining various permit related documents and data.
8. Preparing and producing routine departmental correspondences as directed and performing other routine duties as assigned.
9. Be available to handle animal control after hours and weekend call phone duties.
10. Responsible for knowing and following the county zoning ordinance adopted from provisions of the Iowa Code.
11. Handling nuisance complaints, infractions and e-filing with clerk of court
12. Enforces, regulates, inspects, oversees and reports environmental health rules and regulations of the following, but not limited to: waste water, wells, public swimming pools and spas, tanning facilities, tattoo parlors, rabies exposure and confined animal feeding operations
13. Will serve in the public health programs such as emergency preparedness as needed.
14. Provide backup for the clerical and directors and all other duties as assigned.
15. Proficient in understanding engineering surveying terms used to measure, locate and document real estate.
16. Ability to read maps, legal descriptions, plats and related documents. Interpret and make decisions on state laws relating to real estate and surveying.

Qualifications:

- Training or experience in construction, environmental health, and /or planning and zoning desired.
- Ability to obtain and maintain certifications involving building, electrical, plumbing, mechanical and septic systems.
- Must be capable of operating GPS system, Arc Map, Arc GIS Pro
- Excellent communication and customer service skills including verbal and written.
- Excellent math including calculations of area on a map and using a map
- Able to use sampling and testing equipment (soil probe, tile probe & shovel)
- Ability to organize the office and file management system in a neat, accurate, timely, detailed and orderly fashion.

Other:

- Provide excellent customer service: complaints, schedules, needs of the customers.
- Will give reports to Board of Health, Board of Supervisors and community as needed.
- Must be able to read, write and comprehend fluent English, both verbally and in writing
- Must be independent, flexible, nonjudgmental, organized, detail oriented and able to multitask with high productivity.
- Requires employee to critically think, have compassion, common sense, accountability, engagement, optimism, organization, a basic knowledge of human behavior and respect along with team work.
- Must have critical thinking, problem solving and good judgement skills
- Excellent skills in: Microsoft Office, Apple computer systems, email, communication and customer service
- General knowledge of universal precautions and HIPAA
- Experience in: copier, camera, calculator, telephone, cellular phone (text and email)
- Owns reliable vehicle, valid driver's license (good driving record), vehicle insurance
- Background and drug screen compliance
- Safety is a priority in this position.
- After hired, must attend job related courses, meetings and/or seminars to become familiar with changes and new program requirements. Maintain CEU's or similar to keep certifications.
- Must be tobacco, alcohol and drug free during working hours.

Physical Demands: Good vision and hearing corrected to normal, good mobility with dexterity of legs and arms including strength, reaching, changing positions, bending, walking, standing, squatting, sitting, grasp, typing and lifting up to 50 pounds (often). Good body mechanics must be used at all times.

Work Environment: Subject to moderate noise and frequent interruptions. Location: Mostly outdoors with exposure to extreme weather conditions. At times, this position requires 8 hours a day sitting at a desk. Considerable amount of travel required. All other duties as assigned.

This is an hourly, full time position that reports to the Community Development Director.