

# **City of Mascoutah**

## **JOB DESCRIPTION**

**Title:** Planning and Zoning Administrator/Code Enforcement Officer  
**Department:** Administration  
**Reports to:** City Manager  
**Status:** Full-Time  
**Supervision Duties:** N/A

### **QUALIFICATIONS:**

- Knowledge of principles and practices of land use planning and zoning and keeping up with current developments and trends.
- Knowledge of building and construction, including ability to read, understand and interpret construction plans. Must have an understanding of common methods of construction.
- Identifying and understanding problems and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimizes probable consequences.
- Ability to organize and process high volumes of work, often with many interruptions and competing deadlines.
- Must be proficient in the use of computers, office equipment, related software and department equipment/tools.
- Customer service skilled including phone and verbal skills in dealing with the public.
- Capable of handling stress and pressure.
- Multi-task oriented.
- Ability to be objective, make decisions without outside influences.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in urban planning, engineering, architecture, construction management, or related field.
- A minimum of 3 years of progressively responsible experience in design, construction, plans examination, or field inspection of public, commercial, industrial, and residential buildings. or equivalent is required.

### **RESPONSIBILITIES AND DUTIES (other duties may be assigned):**

Zoning and Code Enforcement Duties:

- Issue all Building permits and zoning certificates, and make and maintain records thereof.
- Issue building, zoning, and occupancy reports, and make and maintain records thereof, as authorized by the zoning code.

- Conduct inspections of buildings, structures, and land to determine compliance with the zoning code and to notify in writing the person responsible for any violation found, indicating the nature of the violation and ordering the action necessary to correct it.
- Order the discontinuance of illegal use of land, buildings or structures; removal of illegal buildings or structures or of illegal additions, alterations, or structural changes, discontinuance of any illegal work being done; or shall take any other action authorized by statute or by the zoning code to ensure compliance with or to prevent violation of the provisions.
- Prepare and cause to be published on or before March 31st of each year, a map showing the existing zoning uses, division, restrictions, regulations, and classifications in effect on the preceding December 31st.
- Maintain permanent and current records of the zoning code, including, but not limited to, all maps, amendments, special-use permits, planned building developments, variances, appeals, and applications therefor.
- Provide and maintain a source of public information relative to all matters arising out of the zoning code.
- Receive, file and forward to the plan commission, all applications for amendments, use variances and special permits, and other matters upon which the plan commission is required to act under the zoning code.
- Receive, file and forward to the zoning board of appeals all applications for variances, appeals, and other matters upon which the zoning board of appeals is required to act under the zoning code.
- Keep the mayor, city manager and city council advised of zoning activities by written report once each month, including statements of permits and certificates issued and orders promulgated.

**Planning Duties:**

- Prepares proposals and reports for amendments to the City's land use codes, including regulations governing zoning, subdivision, signage, stream buffer protection, and stormwater management.
- Presents analysis and findings to various boards and commissions, including the planning commission and/or city council.
- Prepares written reports in response to public requests for zoning applications and various ordinance and development code changes.
- Participates in the preparation, presentation, and attendance in plan commission meetings and zoning board of appeals hearings, including agendas and staff reports.
- Assist in the implementation and redrafting of the City's Comprehensive Plan.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Applicant should be familiar with OSHA, IEPA, IDOT and IDNR regulations, permit procedures and documentation requirements.
- Individuals with ICC certifications for Residential Building inspector, Commercial Building Inspector, and Plans Examiner are preferred.
- Certified Building Official (CBO) preferred
- Strong knowledge of the duties and responsibilities of a CBO, including applied knowledge and previous administration of the International Building Code; ability to

administer highly complex local government regulations, policies, and construction processes; and an appreciation for and use of technology within the permitting process.

- Knowledge of plan review, cost estimating, budgeting, and scheduling is preferred.
- Ability to effectively communicate with staff and the public in a professional manner.
- A valid driver's license with a satisfactory driving record.

**PHYSICAL DEMANDS:**

- Ability to sit continuously; stand, walk, hear, reach and grasp occasionally.
- Must be to drive a vehicle on a daily basis.
- Requires varying levels of concentration of attention.
- Requires visual and hearing interpretation.
- Must to able to handle up to and over 60 pounds of material rarely, up to 25 pound of material occasionally and up to 5 pounds frequently.
- Must be able to move material by hand continuously, by truck occasionally.
- Lifting is required in mostly office type activities.

**WORK ENVIRONMENT:**

- Ability to perform job duties during stressful situations.
- Ability to perform indoor and outdoor duties.
- May be subjected to conditions including fumes, odors, dust, gases, or poor ventilation.
- Work in exposed to extreme cold occasionally
- Hazards include proximity to moving mechanical parts, vibration, electrical current, working on scaffolding and high places, explosives, noise, exposure to high heat, exposure to chemicals occasionally.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.