



## BUILDING DEPARTMENT OFFICIAL & ZONING ADMINISTRATOR

Accepting applications for:

### **Building Department Official, Exempt**

Application Deadline: **March 9, 2026, 4:00 pm**

Permanent Full-Time Position

#### **Job Summary:**

The City of Palo is seeking a highly motivated, knowledgeable, and customer-service-oriented Building Department Official & Zoning Administrator to oversee building inspections, enforce building and zoning codes, and support safe, well-planned community growth. This role is responsible for administering the City's building permit program, ensuring compliance with adopted building codes, and providing zoning and land-use guidance to residents, contractors, and developers.

This position performs advanced administrative, regulatory, and professional duties requiring independent judgment, specialized technical expertise, and the authority to interpret, apply, and enforce city ordinances, state and federal regulations, and policies with minimal supervision.

#### **Key Responsibilities:**

- Review building permit applications, construction plans, and site plans for code compliance.
- Conduct building, mechanical, electrical, and plumbing inspections.
- Enforce the International Building Code (IBC) and other adopted codes.
- Interpret and apply complex building and zoning codes requiring professional judgment.
- Develop procedural recommendations and administrative policies for permitting, compliance, and enforcement.
- Issue correction notices and stop-work orders as needed.
- Maintain accurate inspection and permit records.
- Provide technical assistance to contractors and property owners.
- Prepare reports and attend City Council meetings as required.
- Advise the City Council on technical, regulatory, and land-use policy matters.
- Administer and enforce the Palo Zoning Ordinances.

- Review zoning permits, variances, and site plans.
- Provide guidance on land uses, setbacks, and development requirements.
- Support the Planning & Zoning Commission including attendance at their meetings.
- Support the Board of Adjustment including attendance at their meetings.
- Investigate zoning complaints and take enforcement actions.
- Assist in zoning code and comprehensive plan updates.
- Assist with nuisance abatement procedures.
- Represent the City in court hearings requiring testimony based on their expertise and code interpretation.
- Assist other City departments in functions directly related to code administration and regulatory compliance.

**Qualifications:**

**Required**

- High School Diploma or equivalent.
- Experience in building inspections, construction, and code enforcement.
- Knowledge of IBC, IRC, and zoning regulations.
- Experience in developing inspection or similar regulatory programs or permitting systems.
- Valid Iowa Driver's License.
- Strong communication and customer service skills.
- Ability to read and interpret construction plans, survey plats, and other official documents.
- Ability to exercise independent discretion and judgment in interpreting and applying technical regulations.

**Preferred**

- ICC Certifications – Must be or be able to become a building inspector certified in areas as required by Iowa Code, within one year of hire.
- Municipal or governmental experience.
- Knowledge of GIS, permitting software, and municipal code systems.
- Knowledge of floodplain permitting requirements.

**Supervisory Responsibility:**

- This position has no direct supervisory responsibilities but may be expected to take on such duties in the future as the city continues to grow and additional staff may be needed. Similarly, this position is expected to exercise significant authority in

interpreting and enforcing City Code and directing the actions of contractors, developers and property owners to achieve compliance.

### **Work Environment**

The role involves daily travel to residential, commercial, industrial, and public works sites at various stages of construction or renovation. Inspectors regularly encounter diverse site conditions, including:

- Active construction zones with noise from tools and machinery, moving equipment, and ongoing structural work.
- Uneven, muddy, icy, or debris-covered terrain that may require careful navigation.
- Partially enclosed structures exposed to drafts, poor lighting, or limited visibility.
- Areas with dust, fumes, or construction materials such as concrete, insulation, adhesives, or treated lumber.
- Tight, confined, or unfinished spaces, including attics, crawlspaces, basements, and mechanical rooms.
- Elevated work areas such as roofs, scaffolding, temporary stairs, and framing platforms.
- Outdoor environments subject to heat, cold, precipitation, wind, and other seasonal weather conditions.

Time is also spent in an office setting to complete documentation, review plans, manage permits, respond to inquiries, and coordinate with contractors and other City departments. Occasional schedule flexibility may be needed for urgent or time-sensitive inspections.

### **Physical Expectations**

Persons applying for this position can expect to encounter the following physical demands.

- Walking, standing, and moving across uneven terrain, active construction areas, and multi-level structures.
- Climbing ladders, scaffolding, stairs, and temporary structures to access roofs, attics, crawl spaces, basements, and elevated work areas.
- Stooping, bending, kneeling, and crouching to inspect tight or confined spaces.
- Ability to lift, carry, and move materials or equipment typically up to 25–30 pounds.
- Tolerance for extended periods of work outdoors in varying weather conditions.

### **Position Type/Expected Hours of Work:**

This is a full-time, FLSA-exempt position working 40 hours/week. Regular days and hours of work are negotiable between the hours of 7:30 am to 5:00 pm on Monday – Friday. This position may require independent scheduling of inspections and administrative duties based on operational needs.

**Compensation & Benefits:**

- Competitive salary based on experience and certifications.
- Health, dental, and vision insurance.
- IPERS retirement benefits.
- Paid holidays, vacation, and sick leave.
- Professional development and certification support.

**How to Apply:**

Submit a resume, cover letter, and completed City of Palo Employment Application to Jennifer Fencil (City Clerk) at 2800 Hollenbeck Road, Palo, IA 52324 or by email at [cityclerk@cityofpalo.com](mailto:cityclerk@cityofpalo.com) by 4:00 pm on March 9<sup>th</sup>, 2026.

**Disclaimer:**

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

**The City of Palo, Iowa is an Equal Opportunity Employer**



Area of Concentration and/or degree(s), certificates, licenses, endorsements: \_\_\_\_\_

Other Training or Skills (factory or office machines operated, special courses, computer skills, etc):

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**EMPLOYMENT HISTORY:**

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Former Employment (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
          Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
          Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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