



JOB ANNOUNCEMENT

The City of West Plains, an Equal Opportunity Employer, is seeking a qualified and experienced individual to join our team as a Building Official / Zoning Administrator. This leadership position is responsible for administering and enforcing the City's building, zoning, land use, property maintenance, and related codes and ordinances. The Building Official / Zoning Administrator oversees permitting, plan review, inspections, zoning administration, and code enforcement activities to ensure compliance with applicable regulations and adopted standards. The ideal candidate regularly demonstrates our values of teamwork, commitment, learning, integrity, customer service, and initiative while serving the community.

This position serves as a technical resource to City staff, elected officials, contractors, developers, property owners, and the general public regarding development, construction, and land use matters. Responsibilities include administering and enforcing building and zoning regulations, overseeing permitting and inspection activities, reviewing construction plans and development proposals, conducting or overseeing inspections, investigating complaints, and coordinating code enforcement efforts. The Building Official / Zoning Administrator also provides leadership and direct supervision to inspection and code enforcement personnel, prepares reports and recommendations, represents the City before boards and commissions, and assists with department budget administration and operational improvements. Strong communication, organizational, leadership, and problem-solving skills are essential for success in this role.

MINIMUM QUALIFICATIONS

1. Qualifications, Education, and Experience
 - a. High School diploma, GED or equivalent. Associate degree or bachelor's degree in building construction, Construction Management, Planning, Public Administration, Engineering, or a related field preferred; AND
 - b. Minimum of three (3) to five (5) years of progressively responsible experience in building inspection, construction, code enforcement, zoning administration, planning, or a closely related field; OR
 - c. An equivalent combination of education and experience that qualifies the individual to perform the required job duties.
2. Special Qualifications
 - a. Possess and maintain a valid Missouri Driver's License and meet the requirements of the City of West Plains Operation of Vehicles Policy.
 - b. Must successfully complete a background check, pre-employment drug screening, and physical evaluation.
 - c. Possess, or obtain within a reasonable period of employment, applicable certifications relevant to the City's adopted codes and assigned responsibilities, such as ICC Building Inspector Certification, Residential and/or Commercial Building Inspector Certification, Property Maintenance/Code Enforcement Certification, Zoning or Planning-related certifications, or other nationally recognized certifications.

SALARY AND BENEFITS

- The Building Officer / Zoning Administrator has a salary range of \$29.59 to \$41.25 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
 - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Critical Illness, Hospital Indemnity, and an Employee Assistance

Program



- (EAP).
- Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.