

# CITY OF GRAVETTE

202 Main St. NE  
Gravette, AR 72736  
Ph: 479-787-5757

**JOB TITLE:** Community Development Director

**DEPARTMENT:** Community Development

**REPORTS TO:** Mayor

**PAY RANGE:** competitive and commensurate with experience

The City of Gravette offers a generous benefits package including paid employee health, vision, and dental insurance; paid life insurance; and paid sick and vacation.

## **GENERAL DESCRIPTION OF POSITION**

Responsible for administrative and technical compliance of adopted codes and city ordinances in all aspects of the building, development, and zoning process.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment to the position.

1. Issue/delegate building, plumbing, electrical, mechanical, fence, pool, conditional use, and sign permits;
2. Review construction and planning documents to ensure applicable codes are met;
3. Visit building sites or existing buildings or land to inspect all types of new construction, alterations, repairs, additions of residential and commercial building for conformance with adopted building, plumbing, electrical, mechanical, fire, life safety, zoning, and any other applicable codes;
4. Work with contractors and professionals on all phases of their construction projects to ensure compliance of the minimum requirements of current adopted building and other codes;
5. Enforce adopted city and state codes, structural safety regulations, and requirements;
6. Inspect existing commercial structures for fire code deficiencies as requested by the mayor and/or in conjunction with fire department;
7. Serve as initial point of contact for phone and walk-in planning inquiries. Work closely with the public on a regular basis to educate or provide customer service on planning issues and/or explain the intent and scope of a proposed development or regulation;
8. Conduct site visits, permitting, inspections, and a variety of projects that have been submitted to the planning department;
9. Review planning permit applications for completeness, accuracy, and compliance with development regulations;
10. Use independence judgment in reviewing development and zoning proposals to ensure projects are in compliance with the city's ordinances and policies and work with developers in making any changes necessary to meet city requirements;
11. Lead a variety of long range city planning activities such as updating existing land use plans, adoption of new plans, revisions to development and zoning code, and other related planning and development activities;
12. Attend public meetings;
13. Assist in the preparation, production, and distribution of the Planning Commission meeting packets;
14. Consult with and coordinates activities with the Mayor's office, City department heads, and other City staff;
15. Follow department policies and procedures;
16. Perform any other duties as required or assigned

**SUPERVISORY RESPONSIBILITIES:** This position supervises the building inspector and code enforcement employee(s).

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Education and experience*

Degree or equivalent experience in planning, construction management, architecture, engineering, or related field and two years of related experience

*Preferred Education*

Four-year degree in building inspection technology, construction management, architecture, engineering, planning, or related field

*Required certificates and licenses*

Must have and maintain a valid driver's license

Licensed electrician, licensed to inspect electrical components, or the ability to become licensed to inspect electrical components

Obtain and maintain a state plumbing, electrical and mechanical licenses within twelve months of employment.

*Preferred certificates and licenses*

Licensed to conduct plumbing, electrical, and mechanical inspections

*Communication*

Ability to read and comprehend codes, specifications, legal descriptions, maps, development plans, and plats. Ability to confer with owners and others to provide accurate information. Ability to communicate clearly and effectively both orally and in writing. Ability to present information to officials, public groups, and others.

*Mathematical*

Ability to calculate figures and amount such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

*Reasoning ability*

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

*Computer*

Basic: Alphanumeric Data Entry, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing, GIS

*Other skills and abilities*

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff and to promote a positive rapport with citizens and with other departments.

**PHYSICAL AND MENTAL DEMANDS**

The following work environment characteristics are representative of those an employee may encounter while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PUBLIC CONTACT**

Regular contact with the public. Involves both furnishing and obtaining information. Contacts are of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the city. This position requires working with the public, contractors, developers, and other officials.

#### **EMPLOYEE CONTACT**

Contacts with other departments or offices; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken.

#### **WORKING CONDITIONS**

While performing the functions of this job, the employee is exposed to indoor and outdoor conditions, including exposure to extreme hot or cold temperatures, dust, fumes, smoke, gases, odors, mists or other irritating particles, and slippery or uneven walking surfaces. The noise level in the work environment is sometimes unusually loud.

#### **PHYSICAL ACTIVITIES**

While performing the functions of this job, the employee is regularly required to stand, walk, sit, talk or hear; frequently required to use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus. The employee is occasionally required to stoop, squat, kneel, enter attics, crawl spaces, walk on roofs, and climb ladders and scaffolding to perform required inspections.

#### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

The City of Gravette is an equal opportunity provider and employer.