

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 242
SALARY GRADE: E16
EFFECTIVE/UPDATED: 1/1/2019**

MANAGER-PROPERTY STANDARDS

Definition

Under administrative direction of the Chief Development Services Officer or designee, coordinates, administers, and directs the enforcement of all applicable buildings property maintenance, housing and zoning codes and ordinances; investigates complaints; reviews building and site plans; supervises the issuance of building permit applications and on-site building inspections; develops department policy and recommends code revisions, and acts as Zoning Administrator.

Equipment/Job Location

Operates a variety of office equipment including computer, typewriter, fax machine, and copy machine. This position requires face-to-face communication with residents as well as over the telephone. Duties shall be performed in various office settings, as well as out of doors on-site.

Essential Functions of the Job

1. Coordinates and directs the inspection, by subordinate staff, of building construction, alteration, or repair for the determination of building and zoning code and ordinance compliance; directs plumbing, heating, electrical, structural, general zoning, and other inspections to determine potential violations.
2. Reviews building permit applications and building plans for code and ordinance compliance; approves, rejects, or outlines revisions in accordance with established standards; interprets applicable laws and regulations for contractors, owners, and other principals.
3. Investigates complaints received from the Mayor, aldermen, or citizens regarding possible building and zoning violations.
4. Develops and administers department policies and procedures; reviews existing building and zoning codes and ordinances, recommending appropriate changes.
5. Investigates complaints, determining possible code violation and action needed to secure compliance, performs follow-up to determine whether corrective action has been taken and reports continued non-compliance for legal action.
6. Maintains zoning text and maps; answers zoning inquiries.
7. Prepares and maintains requisite correspondence, records and reports; attends a variety of hearings and meetings; serves as Secretary to the Zoning Board of Appeals.

Manager-Property Standards

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8. Attends and participates in City Council meetings and various boards and committees, representing the department and providing technical information.
9. Prepares requisite records and reports of department activities.
10. Appears in court, providing relevant testimony, as required.
11. Performs other duties as required or assigned.

Required Knowledge and Abilities

Requires thorough knowledge of applicable housing, zoning and construction codes and ordinances.

Requires extensive knowledge of modern principles and practices of architecture, building construction and zoning.

Requires extensive knowledge of electrical, heating, cooling and plumbing systems.

Requires ability to interpret, explain and enforce equitably city building and zoning codes and ordinances.

Requires ability to direct and supervise the activities of subordinate personnel.

Requires ability to coordinate and administer department activities.

Requires ability to read legal descriptions and draft code changes.

Requires ability to testify in court accurately and succinctly.

Requires ability to read building plans and blueprints.

Requires ability to communicate effectively both verbally and in written form.

Requires ability to establish and maintain satisfactory working relationships with public officials, professionals, employees and the general public.

Qualifications for Hire

Requires knowledge, skill, and mental development equivalent to the completion of a Bachelor's Degree with coursework in areas such as engineering, architecture, environmental health, or closely related field.

Requires three years progressively responsible experience in building construction, code enforcement, or related field with one-year supervisory experience.

Requires valid Illinois driver's license.