

Building and Construction Coordinator

Town of Bernalillo, NM

Recruitment Period: January 7, 2021 - Until Filled

Reports to: Planning and Zoning Director

Department: Planning and Zoning

Hourly Wage: \$16.02

Job Status: Full time/Permanent

FLSA Status: Non-Exempt

Job Summary:

Under direction, review development plans and applications for building, construction and placement of structures to ensure compliance with Town regulations. Coordinate the review, permitting and inspection process with applicable Town departments and State agencies. Conduct construction site inspections to ensure Town requirements are met. Investigate complaints, meet with citizens, and enforce codes related to zoning, site development, grading and drainage, signage, fences and walls and manufactured home placement. Prepare and maintain updated files of all related activity.

Typical Responsibilities:

- Investigate and document complaints (photographs of violation/s and documentation of enforcement activities using computerized software).
- Meet with citizens and staff and conduct meetings in a professional manner.
- Review development plans for building construction and placement to ensure compliance with Town requirements.
- Review permits for walls, fences, signs, and placement of manufactured homes and portable structures.
- Meet with applicants (homeowners, contractors, architects, etc.) to ensure understanding of and compliance with Town building construction and placement requirements.
- Coordinate and cooperate with State agencies including the Construction Industries Division (CID) regarding applications, permits and inspections.
- Maintain complete and accurate records of all permits.
- Proactively patrol and survey locations for code violations throughout the workday.
- Determine whether properties are in compliance with code regulations.
- Perform research to determine ownership and use/s of property.
- Prepare and issue notices of violation.
- Communicate with alleged violators regarding findings and resolution of violations.
- Interview complainants and witnesses in the event of enforcement action.
- Perform follow-up inspections.
- Testify in court and at administrative hearings.
- Work with CID to issue condemnation orders when needed.
- Respond in a courteous manner to public inquiries and/or complaints.
- Perform other related duties as assigned.

Minimum Qualifications:

- High school graduate or equivalent and two (2) years related experience in construction and/or inspection industry, or an associate degree in a related field.
- Ability to read, write, analyze, and interpret legal documents and government regulations.
- Organized and able to maintain a filing system.
- Ability to prepare professional quality reports and business correspondence.
- Ability to respond to common inquiries or complaints from the general public in a professional and courteous manner.
- Ability to speak in public and present information when necessary.
- Ability to work and adapt to challenging people and/or situations.
- Ability to work as a team member with other Town employees.
- Ability to maintain professional composure at all times.
- Ability to operate a mobile (cell) phone, copy machine, computer and job related computer programs such as Microsoft WORD and Excel
- Familiarity with iWorQ, Google Earth, ESRI/GIS - preferred

Certificates, Licenses, Registrations, Other:

- Must obtain all of the following within one (1) year of hire date:
 - Certification as a Code Enforcement Officer by the American Association of Code Enforcement (AACE)
 - Certification as a Zoning Inspector by the International Code Council (ICC)
 - Certification as a Property Maintenance and Housing Inspector (ICC)
- New Mexico League of Zoning Officials Certification (CZO) - preferred
- Certified Floodplain Manager (CFM) - preferred
- Spanish speaking (bilingual) - preferred

Conditions of Employment:

- Must possess and maintain a valid NM Driver License
- Must pass a pre-employment drug screening test
- Must pass criminal background investigation

If interested, please submit your application to:

Town of Bernalillo Human Resources Department c/o Maria Santillan P.O. Box 638 Bernalillo, New Mexico 87004	Or by email to: jobs@townofbernalillo.org Or by fax to: 505-771-8626
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