

**CITY OF SIKESTON, MISSOURI**  
**JOB DESCRIPTION**

**Job Title:** City Planner/Code Enforcement Division Supervisor

**Entry Grade:** 21

**Department:** Public Works

**FLSA Status:** Exempt

ACKNOWLEDGED  
BY APPLICANT

\_\_\_\_\_  
INITIAL      **Supervision Received:** Receives general and specific supervision from the Director of Public Works with considerable latitude for independent action.

\_\_\_\_\_  
**Supervision Exercised:** Supervisory position responsible for all operations of the Code Enforcement Division, and coordination of City activities and functions with the Land Clearance Redevelopment Authority Commission.

\_\_\_\_\_  
**Responsibilities:** Organizes and coordinates division's activities such as, but not limited to assigning, reviewing, and evaluating work of personnel assigned to the Code Enforcement Division; maintains work and vacation schedules; responsible for the maintenance and accurate inventory of all equipment and supplies assigned to the Division; develops and implements plans/procedures to improve Code Enforcement Division efficiency and effectiveness; recommends maintenance, operation, and capital improvement expenditures; responsible for the evaluation of the Division's equipment needs and associated purchasing processes; compiles and analyzes data and submits reports, as may be assigned. Ensures the generation and maintenance of division activity reports. Responsible for the Division's compliance with City, Departmental, and Divisional policies and procedures. Serves as facilitator between the building official and architects and contractors in resolving differences in code administration.

Serves as the City's liaison to the Planning and Zoning Commission, Board of Adjustments, City Council, and other organizations as needed in establishing community philosophies in planning, zoning, and code enforcement. Develops, maintains and updates the comprehensive plan for municipal development involving all elements for the long-range planning program along with implementation. Administers the city zoning ordinance, development and building codes and periodically reviews development code and zoning ordinance for necessary revisions/updates. Recommends revisions and updates to city building, plumbing, mechanical, electrical and property maintenance codes. Reviews all major development proposals and based on sound planning principals, policies and standards as identified in the City Code and Comprehensive Plan, makes recommendations for approval, conditional approval, or denial to the Planning & Zoning Commission and City Council. Meets with builders, developers, realtors and CEO's on economic or community development projects in the City. Oversees the review of all minor development proposals including subdivision improvement agreements, annexation requests, building plans, environmental compliance, and zoning enforcement. Performs other duties, as may be assigned.

\_\_\_\_\_  
**Essential Functions of the Job:** Ability to sit, stand, climb, twist, kneel or stoop and lift objects weighing up to 50 lbs. Ability to operate basic office equipment having keys, buttons or dials; ability to manually grasp, push, and pull; ability to visually inspect sites; ability to operate motor vehicle; ability to communicate verbally and in writing. Ability to function in high stress situations or under time constraints.

\_\_\_\_\_  
**Knowledge, Skills and Other Requirements:** High School Diploma or equivalency

required. Bachelor's or graduate degree from an accredited four (4) year college or university with a major in Engineering, Architecture, Regional Planning, Business, Public Administration or closely related field preferred. Five (5) years related work experience in the building code inspections field or other related field preferred. Supervisory experience preferred. Knowledge of building, plumbing, mechanical, electrical, and property maintenance codes. Knowledge of the materials and methods employed in building construction and renovation. Skill in the use of computers and various software programs. Skill in interpreting drawings, plans, and blueprints. Ability to work as a team member and follow and carry out orders. Combination of training, education, and experience may be considered. Must be able to remain flexible to changing priorities and deadlines, working well under pressure, maintaining appropriate tact and courtesy with the general public, subordinates and co-workers. Must communicate, effectively, both verbally and in writing. Requires strong sense of responsibility, superior judgment, high motivation, excellent initiative, attention to detail, leadership, management and supervisory abilities. Must possess valid motor vehicle operator's license. Must reside within ten (10) miles of the City of Sikeston city limits and maintain a working telephone. May be required to work irregular hours as needed.

\_\_\_\_\_ **Equipment Used or Operated:** Motor vehicle, communications radio/equipment, computer with peripheral equipment, and other standard office equipment as may be required.

\_\_\_\_\_ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to an employment position as described in the foregoing job description, herewith, acknowledges he/she has read said job descriptions and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

\_\_\_\_\_ Applicant

\_\_\_\_\_ Date