



# City of Gautier

Office of Human Resources

3330 Highway 90

P.O. Box 670

Gautier, MS 39553

(P) 228.497.8000 ext. 308 / (F) 228.497.8028

Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)

Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)



## EMPLOYMENT APPLICATION PROCESS

### Building & Zoning Administrator

The City of Gautier's goal is to retain highly talented and engaged individuals in support of our vision to uplift and promote our priceless gem as the city of choice for new businesses and residents along the Mississippi Gulf Coast.

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

#### Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday, to:

*City of Gautier  
Attn: Office of Human Resources  
3330 Hwy 90  
Gautier, MS 39553  
Phone: (228) 497- 8000 ext. 308  
Fax: (228) 497-8028  
Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

**Deadline for applications: November 07, 2014 at 5:00 PM.**

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

**Post Date:** October 09, 2014  
**Removal Date:** Nov. 07, 2014

# CITY OF GAUTIER VACANCY ANNOUNCEMENT

**POSITION:** Building and Zoning Administrator

**DEPARTMENT:** Economic Development/Planning Department

**HOURS:** Monday – Friday 8:00 am – 5:00 pm

**SALARY:** Grade 13 (\$32,476.08 - \$54,612.52)

**DUTIES:** The Building and Zoning Administrator performs administrative, supervisory and building inspection work necessary to manage the inspection and plan review functions for the Building and Zoning Division of the Economic Development Department. This is technical/professional work using excellent customer service skills to establish and maintain effective working relationships with other employees, prospective new developers, and all members of the general public. The incumbent is the key person responsible for the enforcement of municipal zoning regulations. He/she answers public inquiries about zoning regulations and provides information regarding applicable codes or regulations. The Building and Zoning Administrator serves as staff on technical review committees as necessary.

The Building and Zoning Administrator directs the activities of the Building and Zoning Division under the Supervision of the Economic Development/Planning Director, including inspections of facilities, site plan reviews, complaint investigations, requests for zoning waivers or exceptions, zoning code enforcement, and other activities pertaining to zoning issues.

Work includes onsite visits to construction projects, keeping records of inspections, dissemination of building code information, meeting with contractors, developers or owners of property preparatory to issuance of building permits, contractor license verification, and verification of the appropriateness of site specific flood hazard minimization plans and enforcement of municipal codes relative to nuisance ordinance.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver’s license.

**MINIMUM EDUCATION AND EXPERIENCE:** High School diploma or (GED) equivalent and minimum ten (10) years’ experience or equivalent, as an architect, engineer, inspector, contractor or superintendent of construction or any combination of these, to include five (5) years supervisory experience or significant responsible charge of work; or minimum of two (2) years municipal work experience with certification as a building official through a recognized certification program or the ability to obtain such certification within five (5) years.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Jason D. Pugh, Human Resources Director at Gautier City Hall.

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## BUILDING & ZONING ADMINISTRATOR

<b>Department:</b>	Economic Development / Planning Department	<b>Pay Grade:</b>	13 (Schedule 2080)
<b>Reports To:</b>	Director	<b>Exempt (Y/N):</b>	Y
<b>Competitive (Y/N):</b>	N		

### **SUMMARY:**

The Building and Zoning Administrator performs administrative, supervisory and building inspection work necessary to manage the inspection and plan review functions for the Building and Zoning Division of the Economic Development Department. This is technical/professional work using excellent customer service skills to establish and maintain effective working relationships with other employees, prospective new developers, and all members of the general public. The Building and Zoning Administrator is the key person responsible for the enforcement of municipal zoning regulations. The Building and Zoning Administrator answers public inquiries about zoning regulations and provides information regarding applicable codes or regulations. The Building and Zoning Administrator serves as staff on technical review committees as necessary.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Examines and inspects all plans and specifications (Residential, Commercial, and Industrial) to determine code compliance.
- Confers with architects, engineers, developers, property owners, and other organizations. Reviews site plans submitted by property owners or developers.
- Acts as a liaison between the Building and Zoning Division, neighborhood groups, community and civic organizations.
- Makes zoning enforcement decisions and confers with affected parties to resolve conflicts.
- Manages department employees and interviews prospective employees.
- Provides staff support to technical review boards as necessary.
- Issues certificates of occupancy.
- Initiates actions to prevent or correct violations of the zoning regulations.
- Maintains complete, accurate, and well organized records of zoning orders to serve as a basis for future zoning regulations.
- Inspects building sites for compliance to storm water management landscaping, erosion control, and flood hazard plans.
- Attends workshops, seminars, and code classes where required for the purpose of staying abreast of current code requirements.
- Establish and maintain personal credentials and code certifications.
- Establish and maintain filing systems to document inspections and compliance of new construction or upgrades to minimum standards as adopted by the City.
- Works with all members of the public and City Staff in the establishment of effective means of dealing with, minimizing or otherwise abating substandard properties and unsafe structural buildings within the City.
- Performs other duties as assigned by the Director of Economic Development/Planning.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Must have exemplary communication skills including fostering a team atmosphere, handling high stress situations, and conferring with a wide range of professionals to facilitate a positive, business-friendly community.
- Working knowledge of contemporary construction techniques.
- Knowledge of Flood Plain Management, International Building Code, Mechanical, Plumbing and related codes including National Electrical Code and NFPA Life Safety Codes and CABO Codes applicable.
- Ability to understand zoning ordinances and related regulatory standards.
- Ability to prepare reports and to express ideas effectively, orally and in writing, to groups and to individuals.
- Ability to establish and maintain effective working relations as necessitated by work assignment.
- Ability to understand and follow oral and written instructions.
- Ability to react to change productively and handle other tasks as assigned.
- Ability to become familiar with the specific standards for zoning, subdivisions, flood minimization, and wetlands regulations as adopted by the City of Gautier.
- Knowledge of the principles and practices of public administration as to legal aspects of Building & related Codes enforcement.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to schedule work so as to respond to public needs in a timely matter.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

**SUPERVISORY RESPONSIBILITIES:** This position directly supervises the Building and Zoning Division.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

High School diploma or (GED) equivalent and minimum ten (10) years' experience or equivalent, as an architect, engineer, inspector, contractor or superintendent of construction or any combination of these, to include five (5) years supervisory experience or significant responsible charge of work; or minimum of two (2) years municipal work experience with certification as a building official through a recognized certification program or the ability to obtain such certification within five (5) years.

**REQUIRED LICENSES AND CERTIFICATES:**

Must maintain a valid Mississippi driver's license.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

# Screening Schedule

## **BUILDING & ZONING ADMINISTRATOR** (Economic Development/Planning Department)

Advertise .....Oct. 09 – Nov. 07, 2014

Post ..... Oct. 09, 2014

Cut-Off Date .....Nov. 07, 2014  
**(Application packet is to be submitted to the Office of Human Resources by 12:00 PM)**

Eligibility List Compiled ..... Nov. 10, 2014  
**Applicant to Call (228) 497-8000 ext. 307 from 2:00 p.m. – 4:00 p.m. for Eligibility**

Civil Service Receives Eligibility Listing .....Nov. 13, 2014

Interviews ..... To be scheduled at a later date

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 ext. 308 \* FAX: 228-497-8028

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

**PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED**

<b>Position Applied For (list only ONE per application)</b>	<b>Date of Application</b>
<b>Last Name</b>	<b>First Name</b>
<b>Middle Name</b>	
<b>HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)</b>	
<b>Daytime Phone #:</b> _____	<b>Evening Phone #:</b> _____
<b>Email (if checked daily):</b>	
<b>Have you ever been employed with us before?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>DATES:</b>	
<b>Are you eligible to work in the United States?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>Are you registered to vote in the county in which you reside?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>Do you have a valid driver's license?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>License #:</b> _____ <b>State:</b> _____	
<b>Commercial –Class:</b>	
<b>Are you employed now?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>Date available for work:</b>	
<b>Have you been convicted of a felony within the last seven (7) years?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>	
<i>If Yes, please explain.</i>	
<b>Have you ever had any job-related training in the United States military?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>If Yes, please describe.</b>	
<b>Do you have any relatives currently employed with the City of Gautier?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>If yes, please give name(s) and relationship(s).</b>	

**EDUCATION** *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

**Describe any specialized training, apprenticeship, extracurricular activities and honors received**

**EMPLOYMENT EXPERIENCE** *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Received  
Screening Schedule \_\_\_\_\_

Application Received \_\_\_\_\_ Date/Time \_\_\_\_\_



City of Gautier

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3330 Highway 90 • Gautier, MS 39553
228.497.8000 ext. 308/ (Fax) 228.497.8028
Email: hr@gautier-ms.gov



VERIFICATION OF PREVIOUS BUILDING OFFICIAL WORK EXPERIENCE

Note to Applicant: Complete this section and submit to your previous employer for verification of your work experience.

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_
TO: \_\_\_\_\_ FROM: \_\_\_\_\_ (Applicant Name)
COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_ (If applicable)
ADDRESS: \_\_\_\_\_

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date(s) of employment \_\_\_\_\_

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-8028

Date of Employment: \_\_\_\_\_ Last Date of Employment: \_\_\_\_\_

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Table with 5 columns: Employee's Position/Title, Briefly describe duties of position, Date employee began position, Date employee ended position, Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_