

BEN POTHOFF, CBO

DEPUTY CODE OFFICIAL



Dubuque, IA



(563) 543-9406



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CORE COMPETENCIES

Transformational Leadership
Team Building
Innovation Management
Strategic Foresight
Process Analysis &
Improvement
Community Engagement
Software Implementation
Professional Development
Coaching/Mentoring

EDUCATION

University of Iowa
2000 – 2002

Northeast Iowa Community
College
1999 – 2000

ICC CERTIFICATIONS

Certified Building Official (CBO)
Residential Building Inspector
Residential Mechanical
Inspector
Property Maintenance & Housing
Inspector

PROFESSIONAL PROFILE

I am committed to advancing building safety, fostering innovation, and promoting effective team collaboration. In my role with the City of Dubuque, I support enterprise-wide high-performance government practices by leading new employee training and serving as an internal consultant for strategic innovation workshops. I take pride in mentoring emerging professionals, many of whom have assumed leadership roles within International Code Council (ICC) committees and chapters. One of my core values is empowering others to grow and succeed, a principle that guides my efforts to ensure the long-term success of our profession. My dedication to innovation, mentorship, and the success of others remains central to how I support ICC members and colleagues.

PROFESSIONAL EXPERIENCE

CITY OF DUBUQUE, *Dubuque, IA* DEPUTY CODE OFFICIAL

2021 – PRESENT

- Supervise daily operations of fifteen employees including building inspectors, property maintenance inspectors, and permit techs
- Assist with development & oversight of a \$14 million departmental budget
- Oversee permitting, plan review, and inspection of over 5,000 permits annually
- Oversee licensing and inspection of over 11,500 rental units
- Oversee court filings and proceedings related to code enforcement
- Lead the enterprise-wide High-Performance Government initiative
- Lead the departmental community service and engagement team
- Lead working group consisting of representatives from all departments with code enforcement responsibilities, for collaboration and coordination of efforts

RENTAL LICENSING & INSPECTIONS SUPERVISOR

2016 – 2021

- Supervised daily operations of five employees including property maintenance inspectors and a permit tech
- Oversaw licensing and inspection of over 11,000 rental units
- Proposed and facilitated a merger of building & housing inspection divisions
- Assisted with budget preparation and presentation to City Council
- Oversaw court filings and proceedings related to code enforcement

HOUSING INSPECTOR

2012 – 2016

- Inspected rental properties for code compliance and perform general code compliance checks
- Drafted and issued reports detailing any violations found during inspections
- Promoted building safety through community engagement
- Led the adoption of and transition to the IPMC

CITY OF IOWA CITY, *Iowa City, IA* HOUSING INSPECTOR

2010 – 2012

- Inspected rental properties for code compliance and perform general code compliance checks
- Led compliance checks for non-permitted rental properties
- Awarded ICC Code of Honor Scholarship in 2011

ICC CHAPTER LEADERSHIP

PRESIDENT – Eastern Iowa Construction Code Council (EICCC)
TREASURER – Iowa Association of Building Officials (IABO)