



Job Description

Job Title:	Building Official	Job Grade:	190
Department/Group:	Community Development	Exempt Status:	Exempt
Reports To:	Community Development Director	Date Created:	March 2017

JOB SUMMARY

Department head job to supervise, direct, and administer the Inspections Division and enforcement of the building construction codes and related ordinances in an equitable and effective manner.

PRIMARY JOB FUNCTIONS:

- Responsible for proper review of construction plans and inspection of structures to ensure compliance with applicable building and related code requirements.
- Supervise inspection division staff, including hiring recommendations, performance appraisals, and employee development and training.
- Ensures proper and productive use of automated data processing system for issuance of permits, recordation of inspections and related data, generation of management reports, and routine word processing, through training and utilization of available resources.
- Establish and maintain division policies and procedures for record-keeping, inspection scheduling, fee collection, plan review, and enforcement.
- Conduct inspections as required, including quality assurance checks of work by division personnel to ensure conformance with plan approvals, permits, and city performance standards.
- Prepares and recommends annual Inspection Division budget to supervisor; administers adopted budget consistent with City policies and procedures.
- Ensures complaints involving building codes, zoning ordinance, and related regulations are investigated and properly enforced, including initiation of appropriate legal action regarding violations that are not corrected.
- Ensures division compliance with EEO, OSHA, and other mandated regulations.
- Interprets and applies building codes where there are questions regarding proper interpretation of such codes with architects, contractors, and homeowners.
- Keeps current on changes to relevant codes and industry issues.
- Keeps supervisor informed of developments within area of responsibility.
- Ensures Inspections Division staff maintains appropriate certifications.

SECONDARY JOB FUNCTIONS:

- Performs other duties as assigned and assumes other responsibilities as apparent.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Two- year Associate Degree in Building Inspection Technology, or equivalent, plus a combination of training
- Five years progressively responsible experience in one or more of the skilled building trades including construction management.

Certificates/Licenses Required:

- Certified as Building Official by State of Minnesota.
- Valid Class C Minnesota Driver's license.

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Employee reports to and receives general direction from the Community Development Director.
- Supervises building inspectors

Internal/External Contacts:

- Daily contact with Public Works and Community Development departmental staff.
- Daily to weekly contact with the public, developers, builders and contractors.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge and ability to understand and interpret Minnesota State Building Code and City of Prior Lake Code and Ordinances.
- Ability to develop and maintain effective working relationships with developers, contractors, owners, architects and the public.
- Complete understanding of residential and commercial construction.
- Strong analytical skills with the ability to calculate fees based on construction type.
- Ability to scale surveys and measure from setback hubs in the field. Ability to operate a transit to shoot elevations.
- Good interpersonal skills to educate customers, clarify intent of codes, and respond to complaints.
- Ability to stay calm and professional under pressure and with angry and upset customers and residents.
- Ability to communicate in writing including detailed written reports for corrective action, translating technical language, and general reports.
- Desire to keep current on new materials and methods of construction and open to new ideas.
- Basic understanding of erosion control methods and effectiveness in maintaining compliance without disruptions.
- Basic understanding of City of Prior Lake Zoning Ordinances.
- Ability to complete tasks as assigned and in a timely manner.
- Strong time management and planning skills.

WORK ENVIRONMENT:

- Duties are performed in a standard office environment and frequent visits to construction sites or similar conditions.
- Exposure to outside and inclement weather.
- Exposure to fire damaged structures and related agents.
- Position demands driving in all conditions.
- Exposure to a variety of unsanitary conditions.
- Field work may involve areas with poor footing and falling materials.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Position requires climbing, crawling, and some lifting.
- Position may involve working extended hours during peak demands for services.
- Hear and speak effectively to communicate in person and over the phone with the public, employees, service agencies and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- The employee must occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth

perception, and the ability to adjust focus.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone/Cell Phone
- Desktop Computer/Laptop/Tablet
- Copier machine

ADDITIONAL INFORMATION

- Full time exempt position.
- Salary range \$76,440.00-\$95,534.40 annually dependent upon qualifications.
- Applications will be accepted until noon on November 6, 2017.

HOW TO APPLY

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
2. Email completed application and any additional information to aschroeder@cityofpriorlake.com

This position may have access to data that could be classified as non-public under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.