



CITY OF MORA
Human Resources Office

Job Announcement

| | |
|------------------------------------|--|
| Job Title: | Building Official |
| Starting Salary: | \$60,653 – \$66,955 annually, DOQ |
| Current Salary Range: | \$60,653 – 75,733 annually |
| Status: | Full-time regular, exempt |
| Bargaining Unit: | None |
| Normal Hours (may vary): | Monday through Friday, 7:30 a.m. to 4:00 p.m. |
| Application Date: | Open until filled. Applications deadline is Wednesday, October 17, 2018 |
| Anticipated Interview Date: | Week of October 24, 2018 |
| Anticipated Start Date: | Monday, December 17, 2018 |

Comments:

We are seeking well-qualified staff to meet the needs of our city, and to preserve the image and public esteem of employment with our organization.

To apply for this position, please complete the application materials (available at city hall or on-line at www.ci.mora.mn.us), and return them with your cover letter and resume.

If you have any questions or if you require special accommodations to participate in this process, please contact Mandi Yoder by phone at (320) 225-4804 or by email at: m.yoder@cityofmora.com.

Please mail or email your resume and completed application materials to:

City of Mora
Human Resources Office
101 Lake Street South
Mora, MN 55051

Via email to:
m.yoder@cityofmora.com

The City of Mora is an Equal Opportunity Employer.

City of Mora

Position Description

BUILDING OFFICIAL

| | |
|------------------------------|---|
| Department: | Community Development |
| Grade/Points Classification: | To be Determined |
| Reports to: | Planning & Community Development Director |
| FLSA Status: | Exempt |
| Union or Non-union Position: | Non-union |

OBJECTIVE

To enforce the state building code and other municipal codes, inspect public buildings, and assist in the implementation of development activities.

SUPERVISION RECEIVED

Employees working in this position usually work under the general direction of the Planning and Community Development Director. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

Building Plans Examination

1. Administers and coordinates the review of plans and specifications.
2. Reviews structural plans of complex commercial projects for conformance to applicable codes.
3. Coordinates fire and life safety plan reviews with the Fire Chief.

Building Inspection/Enforcement

4. Participates in accepting applications for building, plumbing, and mechanical permits; assists applicants in preparing the necessary forms.
5. Issues permits for building, sign installation, mechanical installation and plumbing.
6. Performs inspections of buildings under construction, alteration, or repair for compliance with construction and materials with the provisions of the State Building Code and local ordinances and regulations and for the safe application of construction practices. Inspections of gas connections are also performed.
7. Confers with developers, designers, and contractors during all stages of building development and construction.
8. Investigates complaints regarding and inspects hazardous buildings.
9. Serves as the Zoning Administrator, enforces the sections of the city code that pertain to nuisances. Responds to complaints of nuisances; coordinates enforcement actions with the Sheriff's Office.
10. Performs routine inspections of the community to ensure compliance with ordinances.

City of Mora

Position Description

11. Enforces the state Accessibility Code.
12. Examines plans and specifications of all level buildings to be constructed, remodeled, or have additions made thereto for compliance of the structure with the State Building Code, the City Code and other regulations.
13. Explains Zoning Code and interprets the provisions of the State Building Code to the public.
14. Administers the maintenance of files and records of building permits, inspections, building activity reports, state bulletins, and other materials as required.
15. Prepares summaries of above or other materials as necessary.
16. Investigates violations and enforces the provisions of the State Building Code.
17. Coordinates the activities of the department with other departments or agencies as required.
18. Issues violation notices, prepares correction notices and issues enforcement citations as appropriate.

Other

19. Assists the Planning & Community Development Director in preparing the annual budget and various reports for submission to the City Council, Planning Commission, and/or City Administrator.
20. Completes and files reports on activities.
21. Maintains accurate records and files of activities.
22. Coordinates processes and work flow with Building Inspection staff. Provides training to Inspection staff.
23. Drafts resolutions and ordinances and prepares and presents reports for information/action by councils/boards.
24. Adheres to all safety practices and policies of the City.
25. Advises the Planning Commission, City Council, and Staff on building issues.
26. Attends meetings of the Planning Commission and the City Council when required.
27. Performs inspections of municipal buildings to ensure proper operation and maintenance the building and to discover any health or safety concerns.
28. Assists with and maintains the city's property addressing system.
29. Coordinates building and development activities with other city departments and consultants.
30. Performs other related duties as assigned or apparent.

EQUIPMENT

Computer, Microsoft Office, GIS, and Auto-CAD software, printer, telephone, copier, fax, vehicle, code books, tape measure, flashlight, hard hat, calculator, ladder, maps, cameras, and other job-related software, tools, and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City policies, procedures, and practices.
- Current residential and commercial building construction materials, methods and practices.
- Standard construction inspection methods and techniques.
- The State Building Code, plumbing, mechanical, and fire codes and related local and national codes and ordinances.
- Strong knowledge of algebra, geometry, and some calculus and the ability to apply it in every day usage in determining structural loads and strengths.
- Fire safety and how it is applied to buildings and what hazards abound within a building under the stress of a fire.

City of Mora

Position Description

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Detecting structural faults and appraising the quality of construction and physical condition of buildings.
- Reading and interpreting building plans and specifications and in comparing them with construction in process.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.

Ability to:

- Develop and maintain effective working relationships with supervisors, staff, and members of the public. Ability to approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.
- Respond promptly to public requests for service and assistance.
- Show respect and sensitivity for cultural differences.
- Use initiative, work independently, and balance the interests of multiple agencies seeking support and response.
- Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly.
- Read and interpret written instructions and to carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Effectively manage workload in emergency and crisis situations.
- Identify and resolve mechanical and equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Ability to read, understand and apply technical and legal concepts.
- Ability to maintain complete and detailed records.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment varies from quiet in the office to loud when on construction sites. A portion of the work takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, and confined spaces. The regular hours of work may be adjusted from the conventional 8:00 a.m. to 4:30 p.m. to better serve clients, such as builders and contractors. Contacts are frequently complex and sometimes of an adversarial and stressful nature. Occasional travel outside the city is required. See the physical activity requirements sheet, attached.

MINIMUM QUALIFICATIONS

- Associate's degree or equivalent in Building Construction Technology, Construction Management, or a related field, plus three (3) or more years related experience, in addition to a Minnesota Building Official Certification; or

City of Mora

Position Description

- High school diploma or GED, plus nine (9) or more years related experience, in addition to a Minnesota Building Official Certification; or
- An equivalent combination of education and experience sufficient to perform the essential functions of the position, with the ability to obtain Minnesota Building Official Certification within six (6) months of hire.
- Must have extensive knowledge of the State of MN Building Code, plumbing, electrical, mechanical, and fire codes and related local and national codes and ordinances.
- Valid Minnesota driver's license required.

DESIRED QUALIFICATIONS

- Experience with Geographic Information System (GIS) and Auto-CAD.
- Previous experience as a Building Official preferred.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associated with this position.

Print name

Date

Signature

4/01/2009; Revised 09/18/2018

CITY OF MORA – Physical Activity Requirements

Position: Building Official
 Department: Community Development

Number: 646

| Motor/Mental Ability | | | | Environment & Hazards | | | | Physical Demands | | | |
|----------------------|---|---|---|----------------------------|---|---|---|--|---|---|---|
| VI | O | F | C | VI | O | F | C | VI | O | F | C |
| | | x | | Work With Others | | | X | Sitting | | | X |
| | | X | | Work Alone | X | | | Standing | | X | |
| | | X | | Shift Work | X | | | Walking | | X | |
| | | X | | Extended Day | X | | | Running | X | | |
| | | X | | Extreme Heat | X | | | Lifting | X | | |
| | | X | | Extreme Cold | X | | | Balancing (walking on uneven surfaces) | X | | |
| | | X | | Inclement Weather | X | | | Carrying | X | | |
| | | X | | Extreme Noise | X | | | Bending At Waist | X | | |
| | X | | | Confined Areas | X | | | Climbing | X | | |
| x | | | | High Places | X | | | Repetitive Hand Motion | X | | |
| | X | | | Works Indoors | | X | | Twisting Upper Body | | X | |
| x | | | | Works Outdoors | | X | | Reaching | | X | |
| | | x | | Dust/Dirt | X | | | Kneeling | X | | |
| | | | | Mechanical Hazards | X | | | Driving (foot controls) | | X | |
| | | | | Electrical Hazards | X | | | Crouching/Squatting/Stooping | X | | |
| | | | | Explosive Material Hazards | X | | | Crawling | X | | |
| | | | | Chemical Hazards | X | | | Use arm muscles over extended period | X | | |
| | | | | Fumes/Gases | X | | | Use leg muscles over extended period | X | | |
| | | | | Infectious Materials | X | | | Over shoulder height work | X | | |
| | | | | Hostile Situations | X | | | Stationary desk or bench work with neck bent forward | X | | |
| | | | | | | | | Use hand or finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, or equipment | X | | |

Demand Codes:

- Blank = Not Applicable or Not Present, does not occur
- VI = Very Infrequent, 0-2 times per week, but does occur
- O = Occasional, up to 33% of the time at work
- F = Frequent, up to 67% of the time at work
- C = Constant, up to 100% of the time at work

| Weights Lifted in Pounds | | | | | Weights Carried in Pounds | | | | |
|----------------------------------|----|---|---|---|----------------------------------|----|---|---|---|
| | VI | O | F | C | | VI | O | F | C |
| Manual | | | | | Manual | | | | |
| 0-10 | | X | | | 0-10 | | x | | |
| 11-25 | | X | | | 11-25 | | X | | |
| 26-50 | X | | | | 26-50 | X | | | |
| 51-75 | X | | | | 51-75 | X | | | |
| 76-100 | X | | | | 76-100 | X | | | |
| 101-150 | X | | | | 101-150 | X | | | |
| 151+ | X | | | | 151+ | X | | | |
| Mechanical (Lifts/Wheels) | | | | | Mechanical (Lifts/Wheels) | | | | |
| 0-10 | | x | | | 0-10 | | X | | |
| 11-25 | | X | | | 11-25 | | x | | |
| 26-50 | X | | | | 26-50 | X | | | |
| 51-75 | X | | | | 51-75 | X | | | |
| 76-100 | X | | | | 76-100 | X | | | |
| 101-150 | X | | | | 101-150 | X | | | |
| 151+ | x | | | | 151+ | x | | | |

Demand Codes:

- Blank = Not Applicable or Not Present, does not occur
- VI = Very Infrequent, 0-2 times per week, but does occur
- O = Occasional, up to 33% of the time at work
- F = Frequent, up to 67% of the time at work
- C = Constant, up to 100% of the time at work

Comments: _____

Approved By: Lindy Crawford, City Administrator Date: 09/25/2018

This physical activity form is not meant to include every task expected to be completed in any position, but rather it is representative of typical physical activity encountered in normal operations of the employee.

CITY OF MORA



City Hall
101 Lake Street South
Mora, MN 55051-1588
Tel (320) 679-1511
Fax (320) 679-3862

APPLICATION FOR EMPLOYMENT

We welcome you as an applicant for employment! The City of Mora is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability, or sexual orientation. Individuals are evaluated and selected solely on the basis of merit.

Complete all applicable areas. DO NOT MARK YOUR APPLICATION "SEE RESUME." You are encouraged to submit additional materials in support of your application. An incomplete application may reduce your opportunity for employment with the City of Mora. Applications must be received by the date mentioned in the announcement to receive priority consideration. Applications received after that date may not be considered.

(Please Type or Print in Ink)

| TITLE OF SPECIFIC POSITION FOR WHICH YOU ARE APPLYING | | DATE | |
|---|---------------------|---------------------------|-----------------|
| <i>Title</i> _____ <i>Dept.</i> _____ | | _____ | |
| PERSONAL INFORMATION | | | |
| Name: _____ | | | |
| <i>Last</i> | <i>First</i> | <i>Middle</i> | |
| Address: _____ | | | |
| <i>Street</i> | <i>City</i> | <i>State</i> <i>Zip</i> | |
| Phone Number: _____ | | E-Mail: _____ | |
| <i>Home</i> | <i>Work</i> | | |
| Are you eighteen (18) years of age or older?: <input type="checkbox"/> yes <input type="checkbox"/> no If no, your date of birth: _____ | | | |
| Are you or have ever been employed by the City of Mora?: <input type="checkbox"/> yes <input type="checkbox"/> no | | | |
| If yes, position: _____ Dates of employment: _____ | | | |
| EMPLOYMENT DESIRED | | | |
| Type of employment desired: <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> seasonal/temporary | | | |
| Salary desired: _____ Date available: _____ | | | |
| Are you employed now?: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, may we contact your present employer?: <input type="checkbox"/> yes <input type="checkbox"/> no | | | |
| If no, explain: _____ | | | |
| EDUCATIONAL INFORMATION | | | |
| Circle the highest grade completed: | | | |
| Elementary | High School | College | Post Graduate |
| 1 2 3 4 5 6 7 8 9 10 11 12 | GED | 13 14 15 16 | MA MS JD Ph.D. |
| Did you graduate from high school?: <input type="checkbox"/> yes <input type="checkbox"/> no Name of high school: _____ | | | |
| Name and location of college, university and/or technical schools | # of years attended | Major/minor or study area | Degree received |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EMPLOYMENT HISTORY

Please give accurate and complete employment information. List your present or most recent experience first. Attach additional sheets if necessary using the same format. List only employment for last three years or last three jobs, whichever is greater. **DO NOT MARK YOUR APPLICATION "SEE RESUME" OR YOUR APPLICATION MAY NOT BE CONSIDERED!**

Present Employer

Employer: _____ Phone: _____ Dates of Employment:
Address: _____ From: _____ To: _____
Your title: _____ Hours per week: _____
Supervisor: _____ Supervisor's title: _____ Current wage: _____
Number and types of positions you supervised: _____ Reason for leaving: _____

Principal responsibilities: _____ % of time: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

First Previous Employer

Employer: _____ Phone: _____ Dates of Employment:
Address: _____ From: _____ To: _____
Your title: _____ Hours per week: _____
Supervisor: _____ Supervisor's title: _____ Last wage: _____
Number and types of positions you supervised: _____ Reason for leaving: _____

Principal responsibilities: _____ % of time: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Second Previous Employer

Employer: _____ Phone: _____ Dates of Employment:
Address: _____ From: _____ To: _____
Your title: _____ Hours per week: _____
Supervisor: _____ Supervisor's title: _____ Last wage: _____
Number and types of positions you supervised: _____ Reason for leaving: _____

Principal responsibilities: _____ % of time: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

JOB RELEVANT VOLUNTEER OR UNPAID WORK EXPERIENCE

| Kind of activity (Do not specify organization) | Work performed | Hrs/Mnth | From | To |
|---|----------------|----------|-------|-------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |

DESCRIBE ANY ADDITIONAL EXPERIENCE OR TRAINING THAT QUALIFIES YOU FOR THIS POSITION

LIMITATIONS

Do you have any physical or health limitations which may affect your work performance: yes no If yes, please explain: _____

LICENSES AND CERTIFICATIONS

Current licenses/certificates held (indicate license number and expiration date): _____

Do you have a valid Minnesota driver's license?: yes no Class: _____ Do you have a commercial drivers license(CDL)?: yes no

TO BE COMPLETED BY APPLICANTS FOR MANAGERIAL AND CLERICAL POSITIONS ONLY

Typing ability: yes no words per minute: _____

List specific computer hardware and software with which you have...

| | Type | Length of Time (months) |
|-------------|-------|-------------------------|
| Training: | _____ | _____ |
| | _____ | _____ |
| Experience: | _____ | _____ |
| | _____ | _____ |

TO BE COMPLETED BY APPLICANTS FOR LABOR, MAINTENANCE OR SKILLED TRADES ONLY

Apprenticeship(s): served or trades learned: _____

List specific equipment with which you have experience: _____

COMPLETED THIS SECTION ONLY IF YOU SERVED IN THE U.S. ARMED FORCES

Branch of Service: _____ Length of Active Duty: _____ Rank at Discharge: _____

Type of Discharge: _____

Describe duties and any special training: _____

If you wish to claim Veteran's Preference please complete and return the Veteran's Preference Application.

REFERENCES

List three (3) people who you know well, preferably from a work environment. Do not refer to an acquaintance or relative.

| Name | Address | Home Phone | Work Phone | Occupation |
|----------|---------|------------|------------|------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |

IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION

Minnesota law affects you as an applicant for employment with the City of Mora. The following data is public information and accessible to anyone: veteran's status, relevant test scores, rank on eligibility list, education and training, job history and work availability. All other personally identifiable information is considered private, including, but not limited to your name, home address, and telephone number. As an applicant, your name is considered private unless you are selected to be interviewed.

The information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply the requested information will mean that your application for employment may not be considered.

If you are selected for employment with the City of Mora, the following information will be public: name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement in addition to salary; position title; position description; education and training background; previous work experience; date of first and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employees reason for use of sick or other medical leave or other non-public data; city and county of residence. Any thing not previously listed which is placed in your application folder or your personnel file (such as medical records, letters of recommendation, resumes, etc.) is made private information by law.

I understand that any falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be justification for dismissal. I authorize investigation of all statements contained in this application or made during the interview for employment as may be necessary in arriving at an employment decision. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information. I further understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

Applicant's Signature

Date

FIRE AND POLICE APPLICANTS ONLY

In consideration of being permitted to apply for the position herein, I voluntarily assume all risks in connection with my participating in any tests the City of Mora deems necessary to determine my fitness and eligibility and I release and forever discharge the City of Mora, its officials, officers, and employees from any and all claims for any damage or injury that I might sustain.

Applicant's Signature

Date

THIS SPACE FOR OFFICE USE ONLY

