The City of Lake Elmo is seeking a Building Official

Lake Elmo, MN:

Nestled in the heart of Washington County, the City of Lake Elmo (pop. 11,105) is a picturesque community known for its rolling hills and rural setting. The city enjoys excellent access to the Twin Cities metropolitan area via I-94 and State Highway 36. Lake Elmo has grown steadily in the last decade, with growth projected to top 22,000 over the next 20 years. The city is installing infrastructure and implementing development plans for new housing units, pedestrian and bicycle trains, and a central park and public facilities. Additional housing units will be located along the I-94 corridor and in the Old Village area. The city has processed over 200 single family homes each year for the last few years. While that housing sector remains steady, multi-family and senior housing sectors are increasing along with growth in commercial properties.

The City of Lake Elmo operates as a statutory Plan A city with a Council-Administrator form of government. The city has a 2020 all-funds operating budget of $10.5 million and an Aa1 credit rating. The city employs 26 full-time staff and 7 part-time employees.
Building Official:

The Building Official is responsible for ensuring compliance with the building and fire codes, serving as the designated official for environmental health services, and supervising the Building Inspection Department in accordance with City policies, procedures, and applicable laws. The position functions as a department head and participates as a member of the City’s management team. As a member of the management team, the Building Official promotes quality construction and high design standards throughout the city during this period of growth by administering and achieving compliance with building codes and property maintenance codes. This position establishes good working relationships with property owners, developers, and contractors and effectively communicates code requirements and provides guidance on options for complying with the code as practicable. The city will also be constructing a new city hall, fire station and addition to public works in the next couple of years. The building official will play a critical role in these projects. The Building Official manages a staff of two inspectors and a permit technician and a department budget of $582,583. The proposed Building Department budget for 2021 is $936,654. This position reports directly to the City Administrator.

Education and Experience:

The ideal candidate will possess a Bachelor’s degree and a minimum of five years’ experience in construction or related field in the public sector, or an Associate’s degree and nine years of experience, or any equivalent combination. Candidates must have or be able to obtain state certification as a State Building Official and have or obtain ICC Certification as plan examiner or building official within one year of hire date. Previous supervisory experience in the building trades or a related field is a plus.

The salary range for this position is $84,177.60-$109,408 and depends on qualifications.

To apply for this position visit http://www.lakeelmo.org/government/employment.php

Send resume and completed application to jdickson@lakeelmo.org

This position is open until filled. For questions call 651-747-3908.