

# City of Lake Elmo

**Job Title:** Building Official

**Department:** Building Department

**Status:** Full-time regular position, Exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to City Administrator

**Supervisory Duties:** This position supervises the Building Department staff. This position is responsible for the overall direction, coordination, and evaluation of associated functions. This position carries out supervisory responsibilities in accordance with policies, procedures, and applicable laws of the City. This position serves as the building Code Official and the Fire Code Official for the City.

**Position Details:** The Building Official manages the Building Inspection Department to help promote quality construction and high standards of design throughout the City. This includes the administration and enforcement of building codes, and implementation of property maintenance codes within the City. This position is responsible for planning, developing, and implementing optimum service levels in all phases of building and fire inspections, suppression and alarm systems, City code enforcement and designated environmental health services.

**Fiscal Responsibilities:**

- Determine, propose and administer annual operating budget for the Department
- Forecast workload, staffing needs, support services need and all associated expenses
- Provide accurate findings to justify budget proposal expenditures
- Oversees and participate in the creation of complete and accurate documentation and maintains all department files and records
- Ensures that Department reports are accurate

**Property Maintenance and City Zoning Ordinances and Regulations:**

- Administer and enforce the City's property maintenance code
- Respond to building project needs, setbacks and encroachments, and customer inquiries on development of land
- Respond to complaints and establish enforcement actions as necessary to gain compliance with City ordinances and regulations
- Attend Development Review City Council and Planning Commission meetings as needed to provide input on building code and zoning ordinance
- Keep abreast of innovations and developments in the construction industry and how changes in materials and construction practices relate to code requirements

**Building and Fire Code Official:**

- Responsible for administration and enforcement of the State Fire Code including Fire  
Suppression plan review and inspections, Fire Alarm Systems plan review and inspections,  
Clean Agent systems and Special Fire Suppression System plan review and

inspection,

- hazardous material permitting and review
- Maintain proficiency and knowledge of National Fire Protection Association, family of Standards, ANSI Engineering and Best Practices Standards, and Federal laws
- Performs facilities management functions as related to City Hall and City buildings

**Supervision:**

- Establish and maintain policies and procedures for the Department including record keeping, inspection scheduling, fee collection and enforcement
- Ensure accurate and timely workload production including plan review, field inspections, record keeping, permit review and issue, customer service and working with stakeholders

**Manage and Perform Plan Reviews:**

- Establish and maintain performance through leadership and best management practices for all structural plan review, field inspections and customer service levels
- Provide direction and liaison to other departments, developers and contractors regarding code issues, infrastructure installation and inspection, public safety concerns and planning issues
- Communicate with architects, engineers, contractors, and property owners to interpret and clarify code requirements
- Authorize and ensure issuance of various permits as required by the City
- Issue Certificates of Occupancy that verifies with other staff that all site and development requirements have been met prior to issuance

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

**Position Requirements**

***Knowledge, Skills and Abilities:***

- Skills in mediation, complaint resolution and problem solving.
- Team player with the ability to collaborate and implement effective customer service.
- Strong initiative to improve processes and productivity.
- Ability to effectively use a computer and various software programs, including software for tracking building inspections and permitting activity.
- Ability to maintain a positive and effective working relationship with council, commissions, businesses, designers, contractors, residents and staff.
- Ability to communicate effectively, both orally and in writing.
- Thorough knowledge and understanding of the pertinent state and local codes and licensing requirements applicable to the City of Lake Elmo and the legal aspects of code administration.
- Ability to read and interpret plans, specifications, engineering and architectural project drawings, and electronic documents accurately and to compare them with construction in progress.
- Ability to enforce codes and ordinances firmly, tactfully and impartially and deal with difficult situations.
- Understanding and experience working with best management practices for construction activity.

- Develop and maintain effective working relationships with other City departments, Administration, Public Works, Fire, Planning, Engineering, etc.
- Ability to physically move about all areas of construction properties to carry out duties.
- Ability to manage multiple projects and meet deadlines working in a fast-paced environment.

**Education:** Bachelor degree in related field, or may substitute years of experience for degree

**Requirements:** Minimum of five years' experience in construction or related field in the public sector. Without a Bachelor's Degree 9 years of experience needed. Must possess the following:

- Valid MN Driver's License

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products

**Desired Qualifications:** Expertise in plumbing, electrical and/or HVAC

**Licenses/Certifications:** This position will require the acquisition and maintenance of the following additional certificates/licenses:

- State Certification as State Building Official
- ICC Certification as plans examiner or building official or ability to obtain within 1 year of hire date

**Physical and Mental Requirements:** Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

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

**Working Conditions:** Most work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

**Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with

confidence as quickly as possible.

- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies.

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