

Building/Code Enforcement Official

The City of Spring Lake Park is accepting applications for a Building/Code Enforcement Official. The Building/Code Enforcement Official is responsible for ensuring compliance with the building, plumbing, mechanical and fire codes, performing plan reviews and on-site inspections, responding to citizen questions, and enforcing various state and local codes. The Building/Code Enforcement Official is a member of the City's management team.

Minimum Qualifications:

- High school diploma or GED equivalent, supplemented by two years of related technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction.
- Two years of inspection experience
- State Certification as a Minnesota Building Official
- Valid driver's license.

The 2019 salary range is \$30.92-\$40.93 per hour (depending on qualifications) and an excellent benefit package.

Applicants must submit a cover letter, resume and a completed City application to be eligible for this position. Application and job description are available at www.slpmn.org/employment or at Spring Lake Park City Hall, 1301 81st Avenue NE, Spring Lake Park, MN 55432. Application packets may be mailed or delivered to Spring Lake Park City Hall or e-mailed to dbuchholtz@slpmn.org and must be received no later than 4:30pm on February 20, 2019.

CITY OF SPRING LAKE PARK
JOB DESCRIPTION

JOB TITLE: Building/Code Enforcement Official
DEPARTMENT: Administration
REPORTS TO: Administrator, Clerk/Treasurer

DATE: January 2019

POSITION SUMMARY:

Under general supervision and direction of the Administrator, Clerk/Treasurer, this person is responsible for ensuring compliance with the building, plumbing and mechanical codes and related regulations and standards. The Building/Code Enforcement Official conducts all plan reviews and inspections of residential, commercial and industrial buildings. The Building/Code Enforcement Official is also responsible for enforcement of various state and local codes as they pertain to zoning, general maintenance of the City, fire prevention and pollution problems that may occur as a result of development. This person provides direction and support to, and works closely with, the Receptionist and the Seasonal Part-Time Code Enforcement Inspector. The Building/Code Enforcement Official is a member of the City's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs professional building, plumbing, mechanical and fire code enforcement in field and in the office.
- Performs plan review for new structures, expansions and changes of use to ensure that they conform to all building and fire safety codes and practices.
- Reviews building plans and expansion projects for compliance with state and federal accessibility requirements.
- Approves and issues permits which are in compliance and provides assistance in identifying changes required in specifications to meet established codes.
- Conducts on-site comprehensive inspections to ensure compliance with existing codes, including building, mechanical, plumbing, fire and housing.
- Performs inspections in response to complaints, issuing orders of correction that may include timed compliance, immediate closure or stop work orders. Conducts periodic City-wide inspections as requested.
- Ensures the proper maintenance of the department vehicles.
- Provides building requirement information via the City newsletter, website, cable television, and social media.
- Inspects building sites prior to and during construction for conformance to zoning code requirements.
- Serves as the City's Fire Marshal. Conducts Fire Code, fire alarm system and sprinkler inspections.

- Conducts rental housing inspections in accordance with ordinance requirements; issues repair orders and handles rental tenant complaints.
- Prepares and maintains necessary records, files and reports.
- Attends meetings as deemed necessary by the Administrator, Clerk/Treasurer for the purpose of providing assistance or general information regarding established codes, ordinance and other applicable regulations (i.e. Planning Commission, City Council).
- Remains informed of new materials, equipment and practices, as well as new or changed codes, to ensure a thorough understanding of the building industry and effective and fair administration of the building codes
- Performs other duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of uniform building codes, plumbing codes, fire codes, mechanical codes, and general construction codes.
- Ability to establish and maintain effective working relationships with City staff, contractors, architects, engineers, landowners, developers and the general public.
- Ability to enforce applicable laws and ordinances, firmly, tactfully and impartially.
- Ability to read and understand complicated plans and blueprints and to communicate effectively orally and in writing.
- Knowledge of practices, principles and techniques of effective code enforcement/fire pre
- Ability to express ideas effectively, orally and in writing.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent, supplemented by two years of related technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction.
- Two (2) years of inspection experience
- State Certification as a Minnesota Building Official
- Valid Minnesota driver's license.

DESIRED QUALIFICATIONS

- Experience conducting building inspections in a municipal environment
- ICC Certificate as a Building Inspector and/or Plan Examiner
- State Delegation
- Delegation Authority from the Minnesota Department of Labor and Industry to perform plan reviews and inspections of Public Buildings and State Licensed Facilities

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met

- Work is performed both outdoors and in office settings. Outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop; kneel, crouch or crawl; and talk or hear.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.