



STAFF REPORT

DATE: November 1, 2022
CONSENT

AGENDA ITEM: Approve Job Description and Authorize Advertising for Building Inspector
SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

One of the Building Inspector positions will be vacant 11/5/22.

ISSUE BEFORE COUNCIL:

Should the Council approve the new job description and authorize advertising for the Building Inspector position?

PROPOSAL DETAILS/ANALYSIS:

As mentioned at the last meeting, Baker Tilly updated job descriptions as part of the classification and compensation study. They made updates to job descriptions based upon the information submitted by employees and their supervisors in completing their position analysis questionnaires and based upon the SAFE criteria used in evaluating the job. A redlined version of the new job description is included in your packet. The duties mostly remain the same.

Also included in the packet is a job posting. As was discussed during the class and comp presentation and as we have done with the recent advertisements for other positions, I'm proposing we advertise with an anticipated hiring range that spans from the minimum to the midpoint. Since anyone hired will need to time get up to speed on our specific city, we should strive to hire no one above the midpoint. This position was given a grade 7 assignment with a minimum step 1 being \$31.23/hour, the midpoint step 6 being \$36.20/hour and the maximum step 11 being \$41.96/hour.

FISCAL IMPACT:

The anticipated hiring rate is \$31.23-36.20/hour which is above the current wage paid for the position. Once an offer is made and accepted staff will provide a more detailed cost estimate.

OPTIONS:

- 1) Approve the job description as presented and authorize issuing the posting for Building Inspector
- 2) Amend and then approve one or both the job description or posting for Building Inspector
- 3) Do not update job description and advertise for Building Inspector

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the Building Inspector job description and authorize advertising the position.”

ATTACHMENTS:

- Building Inspector Job Description
- Posting

City of Lake Elmo

Job Title: Building Inspector

Department: Building Department

Status: Full-time regular position, Non-Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Building Official

Supervisory Duties: This position has no supervisory duties.

Position Details / Essential Functions: The Building Inspector performs intermediate work and helps to promote quality construction and high standards of design throughout the City. This includes the administration and enforcement of building codes, City Zoning Ordinance enforcement, and implementation of property maintenance codes within the City.

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, variances and customer inquiries on development of land
- Respond to complaints and establish enforcement actions as necessary to gain compliance with City ordinances and regulations
- Keep abreast of innovations and developments in the construction industry and how changes in materials and construction practices relate to code requirements
- Responsible for keeping the Building Official informed of issues and proactively work through solutions

Building and City Code:

- Perform plan reviews and building inspections on all types of structures (commercial, residential and industrial) to ensure that they meet the MSBC and the City Municipal Code
- Communicate with architects, engineers, contractors and property owners to interpret and clarify code requirements
- Maintain record of erosion control violations and coordinate the City's enforcement of erosion control requirements for new construction
- Verify that site construction activity is in conformance to approved plans, coordinate City action to bring non-compliant sites into compliance
- Ensure complaints involving building codes, related ordinances and nuisance investigations are addressed
- Provide written documentation of findings and record keeping

Customer Service:

- Provide customer service on-site, front counter, e-mail inquiries and phone calls
- Receive and issue permits
- Issue violation notices and stop-work orders until building is compliant

- Provide filed inspections of building plumbing, mechanical, fire, utility and accessibility
- Monitor construction sites to ensure overall compliance
- Review and approve commercial, industrial, and residential building plans

While these 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
- Ability to manage internal and external relationships with residents, contractors, developers, engineers, and planning staff via in-person, phone or e-mail on a regular basis

Education: ~~two-year degree in construction or related field~~ Associate/Technical Degree

Requirements: ~~Minimum of three years'~~ Considerable experience in construction or related field in the public sector. 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
- Experience with inspections, property maintenance, sign permits and/or planning and zoning in the public sector
- Certification from ICC in fire and or building inspections
- Two years' experience in building inspections
- Certified Building Official in the State of Minnesota or ability to obtain within 2 years of hire date

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

- State Certification as State Building Official or ability to obtain within 2 years of hire date
- 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 ~~medium work generally light duty and may require~~ the exertion ~~up to of 520~~ pounds of force ~~on occasion~~ally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. 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.*



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

BUILDING INSPECTOR

ANTICIPATED HIRING PAY RANGE: \$31.23-36.20/hour

OPENING DATE: 11/2/2022

CLOSING DATE: Open until filled, with first review of applications taking place 11/17/22

POSITION TITLE: Building Inspector
DEPARTMENT: Building
ACCOUNTABLE TO: Building Official
FLSA STATUS: Non-exempt

PRIMARY OBJECTIVE: The Building Inspector performs intermediate work and helps to promote quality construction and high standards of design throughout the City. This includes the administration and enforcement of building codes, City Zoning Ordinance enforcement, and implementation of property maintenance codes within the City.

ESSENTIAL FUNCTIONS OF THE POSITION

Property Maintenance and City Zoning Ordinances and Regulations:

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OPEN UNTIL FILLED WITH FIRST REVIEW OF APPLICATIONS TAKING PLACE 11/17/2022

SEND COMPLETED APPLICATION TO:

CITY OF LAKE ELMO

ATTN: KRISTINA HANDT, CITY ADMINISTRATOR

3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

OR **KHANDT@LAKEELMO.ORG**

A CITY EMPLOYMENT APPLICATION CAN BE FOUND AT **WWW.LAKEELMO.ORG**

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER
