



STAFF REPORT

DATE: June 6, 2023

CONSENT

AGENDA ITEM: Approve Job Description and Authorize Advertising for Building Inspector

SUBMITTED BY: Karissa Goers, Administrative Services Director

BACKGROUND:

One Building Inspector position has been vacant since March 2023. Commercial and residential construction has grown causing inspections and plan review obligations to increase. Filling this position will assist the Community Development Department in meeting those obligations.

ISSUE BEFORE COUNCIL:

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

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is a job description and job posting for a Building Inspector.

The Building Inspector 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.

FISCAL IMPACT:

This position has been included in the 2023 budget.

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/or advertise for Building Inspector.

RECOMMENDATION:

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

ATTACHMENTS:

- Building Inspector Job description
- Building Inspector Job Posting



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

SALARY: \$31.23 – 36.20/Hour DOQ
OPENING DATE: 06/07/2023
CLOSING DATE: 07/05/2023, with first round of applications scored June 21, 2023

POSITION TITLE: Building Inspector
DEPARTMENT: Community Development
ACCOUNTABLE TO: Building Official
FLSA STATUS: Non-exempt, full-time regular position.
SCHEDULE: 40 hours per week

Position Details: The Building Inspector 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. Work is performed under limited supervision.

Essential Duties and Responsibilities:

Property Maintenance and City Zoning Ordinances and Regulations:

- Administer and enforce the City's property maintenance code.
- Respond to building project needs, setbacks, 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 and 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 and at the front counter, respond to e-mail inquiries and phone calls in a timely manner.
- 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.

Competencies Common to All City Positions:

- Develop and 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.

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 of 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.

Physical/Mental Demands and Working Conditions: 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 is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Most work is performed in a field environment involving working inside and outside, 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.

*****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.***

Minimum Qualifications:

Education: Associates/Technical degree in construction or related field

Requirements: Considerable experience in construction or related field in the public sector. Must possess a Valid 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

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 a mechanical, plumbing or building inspector, or plans examiner or ability to obtain within 1 year of hire date

Preferred 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.

CLOSING DATE: 07/05/2023

A City employment application can be found at WWW.LAKEELMO.ORG

All candidates must submit the following items for the application to be considered complete:

- City of Lake Elmo Application

SEND COMPLETED APPLICATION TO:

CITY OF LAKE ELMO

ATTN: KARISSA GOERS, ADMINISTRATIVE SERVICES DIRECTOR

3880 LAVERNE AVENUE NORTH

LAKE ELMO, MN 55042

OR kgoers@lakeelmo.org

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER

City of Lake Elmo

Job Title: Building Inspector

Department: Community Development

Status: Full-time regular position, Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Building Official

Supervisory Duties: This position has no supervisory duties.

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Employee Acknowledgement

I have read and understand the job requirements, essential functions, working conditions, responsibilities and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Employee Signature

Date

***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.*

Revised – June 2023