



## STAFF REPORT

DATE: November 8, 2023

### **CONSENT**

**AGENDA ITEM:** Approve Plan Reviewer Job Description and authorize job posting

**SUBMITTED BY:** Karissa Goers, Administrative Services Director

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### **BACKGROUND:**

A full-time plan reviewer was approved to be added in the 2023 budget. This position would enhance the building department and could be a strategic solution to succession planning for the department.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the new job description and authorize advertising for the Plan Reviewer position?

### **PROPOSAL DETAILS/ANALYSIS:**

Included in your packet is a job description and job posting for a Plan Reviewer.

The Plan Reviewer helps to promote quality construction and high standards of design throughout the City. This includes the administration and enforcement of MNBC Building Codes, City Zoning Ordinance enforcement, and implementation of property maintenance codes within the City. Work is performed under limited supervision.

### **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 Plan Reviewer
- 2) Amend and then approve one or both the job description or posting for Plan Reviewer
- 3) Do not approve the job description and/or advertise for Plan Reviewer.

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to approve the Plan Reviewer job description and authorize advertising the position.”***

### **ATTACHMENTS:**

- Plan Reviewer Job description
- Plan Reviewer Job Posting

# City of Lake Elmo

## Plan Reviewer

**Job Title:** Plan Reviewer

**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 provides general and technical, daily supervision of teams and projects as assigned by the Building Official. This position assumes the supervisory roles of the Building Official in their absence.

**Position Details:** The Plan Reviewer helps to promote quality construction and high standards of design throughout the City. This includes the administration and enforcement of MNBC 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:**

#### **City Zoning Ordinances and Regulations:**

- 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.
- Responsible for keeping the Building Official informed of issues and proactively working through solutions.

#### **Building and City Code:**

- Perform plan reviews and some building inspections on all types of structures (commercial, residential, and industrial) to ensure that they meet the MNBC and the City Municipal Code.
- Communicate with architects, engineers, contractors, and property owners to interpret and clarify code requirements.
- 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 investigations are addressed.
- Keep abreast of innovations and developments in the construction industry and how changes in materials and construction practices relate to code requirements.
- 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, 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, 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 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 position is generally light-duty and may require the exertion of up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. Most work is performed in an office environment involving working inside. Some portions of the day will be performed in a field environment and involve working 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.

*\*\*The physical demands described here are representative of 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:** two-year degree in construction or related field

**Requirements:** Extensive experience working for a State, Local Municipality, or Private Inspection Firm performing building inspections or plan review. Must possess a valid Driver's License.

**License/Certifications:**

- Certified Building Official in the State of Minnesota.
- ICC Certification in Commercial Plumbing and Mechanical or ability to obtain within 1 year of hire date and must maintain during employment.

**Desired Qualifications:**

- Expertise in plumbing, electrical and/or HVAC.
- Experience with inspections, sign permits and/or planning and zoning in the public sector.
- Certification from ICC in building inspections.
- Experience with 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

**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

Employee Name: \_\_\_\_\_

*\*\*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.*

*Created – November 2023*



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.

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Accepting Applications for the Position of:

**PLAN REVIEWER**

**ANTICIPATED HIRING PAY RANGE: \$71,442 - \$82,822 per year**

**OPENING DATE:** 11/09/2023

**CLOSING DATE:** Open until filled, with first review of applications taking place 12/08/2023

**POSITION TITLE:** Plan Reviewer

**DEPARTMENT:** Community Development

**ACCOUNTABLE TO:** Building Official

**FLSA STATUS:** Exempt

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

OPEN UNTIL FILLED WITH FIRST REVIEW OF APPLICATIONS TAKING PLACE 12/08/2023

### **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**

A CITY EMPLOYMENT APPLICATION CAN BE FOUND AT [WWW.LAKEELMO.ORG](http://WWW.LAKEELMO.ORG)

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER