



MAYOR & COUNCIL COMMUNICATION

DATE: August 18, 2015
REGULAR
ITEM 26
MOTION

AGENDA ITEM: Building Safety staffing

SUBMITTED BY: Rick Chase, Building Official

THROUGH: Kyle Klatt, Community Development Director

REVIEWED BY: Kyle Klatt, Community Development Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: Staff

FISCAL IMPACT: Included in the 2015 budget.

SUMMARY AND ACTION REQUESTED:

The Department of Building Safety is experiencing increases in permit fees, the increase in permit fees will off-set additional expenditures for the position.

BACKGROUND INFORMATION (SWOT):

Strengths – The proposed position will continue the vision of service to the community and compliance with applicable State and Municipal Code requirements.

Weaknesses – Not Applicable

Opportunities – The proposed position will assist in carrying out the Department of Building safety’s mission in maintaining minimum requirements to safeguard public health, safety, and general welfare through compliance with City Code.

Threats- None

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council authorize the hiring of a full time building inspector.

“Move to authorize the City Administrator to advertise, recruit, interview, and present for employment a Building Inspector.”



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: \$ 26.00- 30.00 per hour

OPENING DATE:

CLOSING DATE:

POSITION TITLE: Building Inspector
DEPARTMENT: Department of Building Safety
ACCOUNTABLE TO: Building Official

PRIMARY OBJECTIVE:

This individual will perform all functions of the Department of Building Safety to assist and maintain compliance with the State Building Code and City of Lake Elmo Municipal Code. Delivering service, solutions, education, and efficiency while facilitating positive relationships with residents, contractors, and design professionals.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Perform plan reviews and building inspections on all types of building structures (commercial, industrial and residential) to ensure that they meet the MSBC and City of Lake Elmo Municipal Code.
2. Communicate with architects, engineers, contractors and property owners to interpret and clarify code requirements.
3. Maintains record of erosion control violations and coordinates the City's enforcement of erosion control requirements for new construction.
4. Verifies that site construction activity is in conformance to approved plans, coordinates City action t

- o bring non-compliant sites into compliance.
- 5. Ensure complaints involving building codes and related ordinances are processed in a timely manner. Initiate appropriate action regarding violations that are not corrected.
- 6. Keep abreast of innovations and developments in the construction industry and how changes in materials and construction practices relate to code requirements.
- 7. Responsible for keeping Building Official informed of issues and proactively working through for solutions. Recommends procedures and policies in cases not clearly covered by codes and ordinances.
- 8. Responsible for ensuring department reports are completed and accurate.

PERFORMANCE CRITERIA

- 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 City departments & Authorities having jurisdiction.
- 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.

MINIMUM QUALIFICATIONS

- Certified Building Official with State of Minnesota
- 2 years' experience in building inspections/plan review
- Experience with Microsoft Products (Word, Excel, PowerPoint)
- Valid MN Driver's License

DESIRABLE QUALIFICATIONS

- Experience with inspections, property maintenance, sign permits and/or planning and zoning in Public Sector
- Certification from ICC in fire/building/ property maintenance
- A.A.S degree in construction.

SUPERVISION RESPONSIBILITIES

N/A

PHYSICAL REQUIREMENTS

Positions in this class typically require: sitting, feeling, manual dexterity, grasping, talking, and hearing, typing, and seeing. The individual may encounter unexpected and prolonged workdays and stress and pressures from dealing with emotional issues and conflicts. There is sustained exposure to computer keyboards and video screens. This position is light duty and may require the exertion of up to 20 pounds of force on occasion or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

PLEASE APPLY BY **CLOSING DATE: Enter date**

SEND COVER LETTER, RESUME, AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Julie Johnson, CITY CLERK

3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL INFORMATION OR
CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER