

Building Official
City of La Crescent

TITLE OF CLASS: Building Official

DESCRIPTION OF WORK

General Statement of Duties: This job is a combination of duties performed by a building and inspections official responsible for enforcement of all building and zoning codes; and of duties in the public works department to ensure a safe, efficient, orderly work place.

Supervision Received: Works under the general supervision of the City Administrator/Public Works Director.

Supervision Exercised: None.

ESSENTIAL DUTIES PERFORMED

Duties may vary somewhat from position to position within a class.

Responsible for maintaining working knowledge of all current building and zoning codes and ordinances, including but not limited to: the Uniform Building Code; the Minnesota State Building Code; and the Minnesota Plumbing Code as adopted by the City.

Responsible for maintaining working knowledge of all current City Code and Zoning Regulations, including but not limited to: the Zoning Ordinance, the Sign Ordinance, the Shoreland Management Ordinance, the Floodplain Ordinance, the Subdivision Ordinance, and the Storm Water and Erosion Control Ordinance.

Conducts building inspections as directed under the Uniform Building Code and enforces code provisions by issuing warning notices, compliance orders, stop orders, complaints and citations as required.

Issues building and excavation permits and collects and transmits monies received to the City Clerk/Finance Director in accordance with established procedures.

Serves as staff to the City's Planning Commission. Prepares: agendas; required postings, notices and mailings; and minutes for all Planning Commission meetings.

Attends all meetings of the Planning Commission.

Assists City Administrator and City Engineer with compliance requirements for M54 storm water permit.

Issues certificates of occupancy upon satisfactory completion of building construction.

Prepares, submits and retains all reports and records required by the State of Minnesota and the City, pertaining to excavation, construction and occupancy of buildings.

Reviews Gopher State One Calls and responds to requests of local property owners to locate City utilities.

Coordinates the City sidewalk repair and replacement program.

Assists with the issuance of new water meters, sealing of new water meters, and provides records as required to the City Accounting Office.

Assists with coordinating the water meter replacement and maintenance program, including but not limited to: ordering all materials, coordinating replacement with local home owners, and the establishment and maintenance of records.

Inspects property and enforces City ordinances by providing noncompliance notices pertaining to: weeds, mowing, snow removal, tree trimming, junk cars, garbage, realtor signs, and other violations.

Conducts inspections of all excavations done on City streets to ensure proper fill, compaction and resurfacing.

Advises the City Administrator/Public Works Director of all ordinances, codes and zoning violations and of enforcement action taken.

Responsible for developing and maintaining inventory of all City-owned buildings. Prepare and maintain routine building schedules for repairs and maintenance.

Responsible for developing, administering, and updating the Public Works Department Safety Manual and Training Program to ensure safety and efficiency in the workplace.

Performs all other duties assigned by the City Administrator/Public Works Director.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of all current building and zoning codes and ordinances, including but not limited to: the Uniform Building Code, the Minnesota State Building Code, and the Minnesota Plumbing Code as adopted by the City.

Thorough knowledge of City Code and Zoning Regulations, including but not limited to: the Zoning Ordinance, the Sign Ordinance, the Shoreland Management Ordinance, the Floodplain Ordinance, the Subdivision Ordinance, and the Storm Water and Erosion Control Ordinance.

Considerable knowledge of stages of construction to enable incumbent to carry out enforcement responsibilities when possible violations and defects may be easily observed and corrected.

Ability to read and interpret building plans and specifications.

Considerable knowledge of the operation of a municipal public works department.

Ability to operate a computer.

Ability to read and interpret documents and procedural manuals.

Ability to prepare reports and correspondence.

Ability to communicate effectively with City staff, property owners, contractors, and the general public.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio and percentages.

Ability to solve practical problems and deal with a variety of concrete variables in situations where specific standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to perform manual labor, consisting of lifting, moving, and carrying objects weighing up to 34 pounds, sometimes under adverse conditions.

Considerable knowledge in administering an effective workplace safety and health program.

MINIMUM QUALIFICATIONS

Certified Building Official from the State of Minnesota, and three (3) years of experience in a municipal public works department.

Must have and maintain a driver's license.