



POSITION OPENING

BUILDING OFFICIAL

The City of Saint Peter is currently accepting applications for the position of BUILDING OFFICIAL for the City of Saint Peter. **MINIMUM QUALIFICATIONS:** High school diploma or GED; Possession of a State of Minnesota Class II Building Official Certification; Two (2) years' experience in any of the skilled construction trades; Ability to perform plan review for residential, commercial, and industrial building construction and alterations; Possession of a valid State of Minnesota Class C Drivers' License; Two (2) years' experience as a Building Inspector; Demonstrated knowledge of building codes inspection and enforcement principles; plumbing/mechanical inspection and enforcement principles; demonstrated knowledge of principles and procedures of rental code enforcement; demonstrated knowledge of OSHA regulations. **DESIRED QUALIFICATIONS:** Associates degree in construction trades from an accredited post-secondary educational institution; Bachelor's degree from an accredited college or university in Construction Management or related field; More than two (2) years of experience as a Building Inspector; More than two (2) years' experience in performing plan review for commercial and industrial building construction and alterations; Currently possess State of Minnesota full-delegation agreement approval; Demonstrated knowledge of Minnesota State Building Code, current Uniform Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, and the Minnesota Uniform Fire Code, and other laws regulating building construction; Demonstrated knowledge of building construction methods and materials; Demonstrated knowledge of the principles and practices of plumbing and heating code enforcement; Demonstrated knowledge of the principles and procedures of rental code enforcement; Demonstrated ability to read and interpret building and plumbing plans and specifications. Salary \$75,500 to \$80,500 per year. Applicants are required to complete a City application form available on line at <https://www.saintpetermn.gov/365/Employment> or from the City Administrator's office at 227 South Front Street or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. April 30, 2021. Interviews will be scheduled the week of May 17, 2021. Faxed and/or late applications will not be accepted. AA/EEO

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points =289

POSITION TITLE: BUILDING OFFICAL

DEPARTMENT: BUILDING

SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION:

The Building Official oversees all building inspection activities and directs the departmental affairs of the Building Department. Under general supervision the Building Official plans, organizes, and coordinates all activities of the department and supervises all departmental personnel.

ESSENTIAL JOB FUNCTIONS:

- Oversees all building inspection activities; oversees all plumbing and heating inspection activities; oversees enforcement of the rental housing ordinance; oversees issuance of building permits.
- Conducts building inspection activities; reviews and approves blueprints and site plans to ensure compliance with the Minnesota State Building Code, current Uniform Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, related provisions of the Minnesota Uniform Fire Code, the City's zoning ordinance, and other laws regulating building construction; calculates construction valuation and permit fees as stated in the Uniform Building Code; issues building permits; inspects buildings during construction, alteration, or repair to ensure conformance with all adopted building related regulations, and approved plans and specifications; ensures compliance with the City's zoning ordinance and other laws regulating building construction; inspects plumbing and heating installations for proper construction, workmanship, and conformance to code requirements; inspects rental property for compliance with life safety and the City's rental code.
- Oversees establishment and maintenance of departmental records; oversees preparation of departmental reports; prepares the annual budget recommendation of the department.
- Assigns and directs the work of departmental employees.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to manage departmental operations and coordinate work of all personnel; ability to delegate responsibility; ability to communicate effectively, orally and in writing; ability to understand and carry out directions; ability to accept responsibility; ability to secure the confidence of departmental personnel, other City staff, and the public; ability to cooperate and negotiate with a wide range of individuals; tact; ability to maintain confidentiality; ability to engage professionally with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Building Official is required to be capable of performing the following physical functions or a combination thereof for any given work day.

Actions:

- Speak and understand English, read and write English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40 with normal color vision and normal stereo vision.
- In an 8 hour day, sit for 8 hours and/or stand for 8 hours and/or walk for 8 hours.
- Frequently bend/stoop, squat, crouch, kneel, balance.
- Occasionally crawl, climb height of one hundred forty feet (140'), reach above shoulder level, push/pull.
- Use both feet for repetitive movements as in operating foot controls.
- Use hands for simple grasping and fine manipulating.
- Strength: Occasionally carry up to thirty-four (34) pounds and lift up to thirty-four (34) pounds.
- Stamina: Endure exposure to changes in temperature from less than seventeen degrees centigrade (17°C or 62.6°F to in excess of thirty-seven degrees centigrade (37°C or 98.6°F). Endure exposure to dust, fumes, and gases.
- Safety: Wear safety equipment including hard hat, steel-toed shoes, safety goggles.
- Vaccinations: Receive vaccinations for tetanus.

MINIMUM QUALIFICATIONS:

- High School GED or equivalent
- Possession of a State of Minnesota Class II Building Official Certification.
- Two (2) years' experience in any of the skilled construction trades.
- Ability to perform plan review for residential, commercial, and industrial building construction and alterations.
- Possession of a valid State of Minnesota Class C Driver's License.
- Two (2) years' experience as a Building Inspector.
- Demonstrated knowledge of building codes inspection and enforcement principles; plumbing/mechanical inspection and enforcement principles; knowledge of principles and procedures of rental code enforcement.
- Demonstrated knowledge of OSHA regulations.

DESIRED QUALIFICATIONS:

- Associate's Degree in construction trades from an accredited post-secondary educational institution.

- Bachelor's Degree from an accredited college or university in Construction Management, or a related field.
- More than two years' experience as a Building Inspector.
- More than two years' experience in performing plan review for commercial, and industrial building construction and alterations.
- Currently possess State of Minnesota Full Delegation Agreement approval.
- Demonstrated knowledge of Minnesota State Building Code, current Uniform Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, and the Minnesota Uniform Fire Code, and other laws regulating building construction.
- Demonstrated knowledge of building construction methods and materials.
- Demonstrated knowledge of the principles and practices of plumbing and heating code enforcement; knowledge of the principles and procedures of rental code enforcement.
- Demonstrated ability to read and interpret building and plumbing plans and specifications.

Adopted: March 22, 2021