



CITY OF
SHOREWOOD

POSITION TITLE: Building Official
DEPARTMENT: Protective Inspections
ACCOUNTABLE TO: Planning Director

OBJECTIVE AND SCOPE

Administers laws and regulations related to building codes including enforcement of all building codes and ordinances and performs inspections of all building construction activities, nuisance complaints and zoning violations

ESSENTIAL FUNCTIONS OF THE POSITION

- A. Administers building permit procedures
 - 1. Administers building permit procedures, which includes providing information concerning building permit procedures and standards to residents, businesses, developers, architects, and others involved in building construction activities.
 - 2. Works with residents, builders, architects, engineers, etc. to assist with pre-construction planning and to determine plan modifications necessary to comply with codes.
 - 3. Establishes and maintains records of all building permit inspections.
- B. Review Building Plans
 - 1. Review building plans for compliance with City building and related codes.
 - 2. Determines charges for building permits and collects permit fees prior to issuance of permits.
- C. Perform on-site inspections
 - 1. Performs on-site inspections for all building construction work, zoning violations, and nuisance complaints to determine code compliance.

D. Enforces building and related codes

1. Interprets building and related codes to determine applicability to specific building and development proposals.
2. Enforces building and related codes including receiving and investigating complaints concerning alleged building, nuisance, rental housing, and zoning code violations as directed by the Planning Director
3. Determines whether or not building or other code violations exist
4. Meets with violators to inform them of specific violations and necessary corrective measures, and issues Building Code violation notices when necessary.

E. Capital Maintenance Planning

1. Long term budget planning for major facility maintenance and improvements. Major facilities include, but are not limited to, public works, City Hall, park structures, and the community center. Maintenance and improvements include items such as furnace/ac/mechanical, roof, siding, stoops.
2. Identify routine maintenance for minor facility maintenance items and report to City Administrator.

F. Assist City Engineer on projects as requested.

1. Provide assistance for items such as setup traffic controls, back-up inspection for erosion control, tree preservation, obtain GPS locations, and other items as need arises.

E. Performs other duties as apparent or assigned.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent with post-secondary course work in building inspection technology, architecture, engineering or related field. Minimum of two years related experience, experience in building construction trades; or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Detailed knowledge of city standards and other applicable building codes and requirements.
- General knowledge of computer operations and software programs, including Word and Excel.
- Interpret building plans and specifications.
- Considerable knowledge of methods, techniques, tool, materials and equipment used in building construction.

- Ability to read and interpret documents such as building material technical reports, and technical and procedure manuals.
- Ability to prepare reports and correspondence.
- Ability to review and interpret construction plans and documents.
- Ability to maintain records, complete forms, and prepare reports.
- Ability to communicate effectively with other staff, elected and appointed officials, consultants, regulatory agencies, contractors, media, and the general public.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.

CERTIFICATES, LICENSES, REGISTRATIONS

State of Minnesota Building Official certification or

Current Minnesota Building Official limited certification and ability to obtain Minnesota Building Official certification within six months of employment

Tree Inspector certification or ability to obtain certification within one year

Housing Maintenance certification to ability to obtain certification within one year

Valid Minnesota Class D Driver's License

In compliance with the American With Disabilities Act the following represents the Physical and Environmental Demands: The position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to ten (10) pounds is sometimes required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. While performing the duties of this job, the employee frequently works in outdoor weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.