

# **BUILDING OFFICIAL**



<b>DEPARTMENT:</b>	Community Development
<b>REPORTS TO:</b>	Assistant City Manager for Economic Development
<b>DIRECTLY SUPERVISES:</b>	Building Inspectors and Secretary
<b>BARGAINING UNIT:</b>	COWPEA      Non-Exempt Position
<b>DATE APPROVED:</b>	1/19/2007
<b>SUMMARY:</b>	

The Building Official supervises the scheduling and work of the inspectors of the division. This employee shall be the Building Official (Minnesota State Certified Building Official). Work involves reviewing plans and specifications for construction of new buildings and remodeling of existing buildings. This includes checking for conformance with the Building Code. Employee is responsible for all codes enforced by the Inspection Division. Actual inspecting will be required at times with directions given to subordinates. Acts as the City's Project Manager working with architects, bidding process, and contractors for maintenance/repair projects, building remodeling, building additions and new buildings. Work is performed with considerable freedom for the use of individual initiative and judgment, but is subject to general direction and review by the Assistant City Manager for Economic Development.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

- Develops the work program for the Inspection Division
- Recommends to the Council the demolition and the removal of all structures that are declared hazardous under the provisions of the State Hazardous Building Law
- Acts as Secretary to the Board of Appeals
- Acts as Secretary to the Board of Adjustments
- Chairman of the Gas Board
- Acts as the City's building construction project manager for all City owned building projects
- Prepares the annual budget and supervises the expenditures of the department
- Issues building, plumbing, mechanical and fire sprinkler permits and issues certificates of occupancy for new buildings or on major remodeling projects
- Inspects buildings in various stages of construction and processes violations of the Building Code
- Examines building plans to verify conformance with the State Building Code
- Works closely with the Fire Marshal in Fire Code enforcement
- Confers with architects, designers, contractors, builders and the general public on building design and code requirements

- Enforces city codes and ordinances
- Oversees upgrading and information maintenance of the property management/permitting data base system
- Responsible for collecting and maintaining records on all city owned buildings for maintenance/repair issues
- Acts as the City's project manager for building maintenance/repair projects, building remodeling, building additions, and new buildings. Works with the architects, bidding process and contractors throughout the construction process
- Works with other governmental units/general citizens
- Works with state and federal units of government to ensure conformance of stated and federal laws
- Enforces floating structures building/safety codes and works with the Winona Boathouse Association to ensure boathouse and public waters regulations are complied with
- Performs other related work as required

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Building Inspectors and the secretarial positions for the Community Development Department. This employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning and directing work; discipline for just cause (both written and oral) and evaluate performance.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***EDUCATION AND EXPERIENCE:***

- High School Graduate or GED Certificate
- A valid Drivers License is required
- State of Minnesota Certified Building Official Class
- ICC Certification as a Building Inspector is desired
- Five years of increasingly responsible experience in a variety of building construction work, including building inspection is required
- College level training in architecture, civil engineering or a closely related field may be substituted on a year for year basis for a maximum of two years of the required experience
- Courses in Building Code enforcement and administration

***LANGUAGE SKILLS:***

- Ability to prepare reports and correspondence
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents, codes, blue prints, specification books and procedural manuals
- Ability to verbally communicate with people in a clear, concise manner

***MATHEMATICAL SKILLS:***

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios, percentages and permit fees
- Ability to make calculation to determine area of square triangles, circles, etc.

***OTHER SKILLS AND ABILITIES:***

- General computer knowledge and the ability to run basic computer programs
- Knowledge of property management data base system
- Ability to read, review and interpret building plans, specifications, soil reports and related construction documents
- Considerable knowledge of building construction types, methods, techniques, tools and materials
- Considerable knowledge of building mechanical systems (i.e., plumbing, heating, ventilating and electrical)
- Knowledge of State and Federal laws
- Ability to manage a multiple activity work schedule
- Considerable knowledge of building maintenance/repair

***CERTIFICATES, LICENSES, REGISTRATIONS:***

- A valid Drivers License
- State of Minnesota Building Official
- ICC Certification as a Building Inspector is desired

***MINIMUM QUALIFICATIONS:***

- High School Graduate or hold GED Certificate
- A valid Drivers License
- Five years of increasingly responsible experience in a variety of building construction work, including building inspection is required
- Ability to read, review and interpret building plans, specifications, soil reports and related construction documents
- Considerable knowledge of building construction types, methods, techniques,

- tools and materials
- Considerable knowledge of building mechanical systems (i.e., plumbing, heating, ventilating and electrical)

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly talks or hears; occasionally stands, walks, sits, uses hands to finger, handle or feel, climbs or balances, stoops, kneels, crouches or crawls, reaches with hands and arms and tastes or smells.

This employee must occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, works with fumes or airborne particles, toxic or caustic chemicals, works in outdoor weather conditions, extreme cold or extreme heat, risk of electrical shock and vibration.

The noise level in the work environment is usually