CITY OF FOREST LAKE
JOB DESCRIPTION

POSITION:	**BUILDING OFFICIAL**
DEPARTMENT:	Building
FLSA:	Exempt
IMMEDIATE SUPERVISOR:	Fire Chief
HOURS WORKED:	40 + HOURS PER WEEK

SUMMARY

Directs, controls and supervises the plan review and building inspection function within the Community Development Department. Responsible for the enforcement of city construction regulations including the Minnesota State Building Code and the City's Zoning Ordinance and Codes.

ESSENTIAL FUNCTIONS

- Supervise city and contract employees assigned to provide building and fire inspection services.
- Plan, assign, assist, supervise and direct code enforcement functions including building, fire, zoning, subdivision, shoreland, on-site sewage treatment, mining and related activities.
- Plan, assign, assist, supervise and direct all building code enforcement functions including structural, mechanical, plumbing, fire, contractor licensing, and related activities to insure buildings in the community comply with state, federal and local laws pertaining to building construction.
- Provide interpretation on city, state and federal codes and ordinances to building owners, contractors, the public and staff. Assist in resolving disputes involving enforcement of these codes and ordinances.
- Monitor existing programs relating to zoning and building to protect the health and welfare of the community. Plan, develop, recommend and implement new programs, policies and codes. Examine modifications to existing programs or elimination of programs not in accordance with state and federal regulations and/or local needs.
- Supervise and maintain building related records, prepare reports, establish and recommend fees. Determine needs and provide feedback to the Community Development Director as part of the budget process.
- Maintain technical knowledge of federal, state and local laws, ordinances and policies.
- Attend training and education to maintain Building Official certification.
- Provide for training and education of assigned staff.
- Attends Council and Planning Commission meetings as necessary.
- Conduct zoning and building inspections, reviews and issue applicable permits.
- Participate in the process of writing and amending codes and ordinances on local, state and national levels.
- Promotes effective community relations and represents the City in a positive manner in working with the public and other stakeholders.
- Participate in professional organizations on local and national levels.

OTHER DUTIES AND/OR RESPONSIBILITIES

Performs other duties and related work as required or assigned by the Fire Chief.

EDUCATION AND/OR EXPERIENCE REQUIRED

- Bachelor's Degree (B.A.) in architecture, engineering, code enforcement, planning, urban studies, or landscape architecture and five years experience in municipal code

enforcement with increasing responsibility; or equivalent combination of education and experience.
- Certified Building Official as stated in Minnesota Rules, Chapter 1301.
- Two years building and zoning supervisory experience.
- Must have a valid driver's license.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulation.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions form groups of managers, clients, customers, Planning Commission, City Council and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and to compute rate, ratio and percent.
- Ability to act decisively, using good judgment under both normal and extreme situation.
- Ability to assess problems and situations; anticipate needs and evaluate alternatives.
- Knowledge of computer operations.
- Knowledge of methods, techniques, tools, materials and equipment used in building construction.
- Ability to read, analyze and interpret building plans.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required.
- Employee must occasionally lift and/or move up to 30 pounds.
- While performing the duties of this job, the employee frequently works in outside weather condition. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is occasionally loud.