



## Building Official

Class Code:  
11004

Bargaining Unit: Non-Union

CITY OF RAMSEY

Established Date: Dec 11, 2018

Revision Date: Dec 17, 2018

### SALARY RANGE

\$77,791.00 - \$97,239.00 Annually

#### PRIMARY OBJECTIVE OF POSITION:

The Building Official is responsible for ensuring that all residential and commercial and/or industrial development and redevelopment in the City is in compliance with the Minnesota State Building Code and applicable City codes. The Building Official reports to the Community Development Director and supervises the day-to-day operations of the Community Development Department's Inspections Division.

The Building Official is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning. These values are the foundation of all decisions.

Please see our 2018 Community Profile:

<http://www.cityoframsey.com/DocumentCenter/View/83/Developers-Documents-Community-Profile-PDF>

#### MINIMUM QUALIFICATIONS:

- Must have a high school diploma or equivalent
- Must have a valid state driver's license with a good driving record
- Must have state certification as a Building Official
- Must obtain within six months of hire Individual Sewage Treatment system (ISTS) certification

- Must have at least five (5) years of progressively responsible experience in municipal inspections or equivalent related construction management experience
- Must have good verbal and written English communication skills

Desired Qualifications:

- Certification as a Building Official by the International Code Council (ICC)
- Two-year degree from an accredited technical school, and/or college or university in building inspection technology, structural engineering or architecture.
- Two (2) years or more of supervisory experience

## **RESPONSIBILITIES:**

- Daily Inspections
- Daily Plan Reviews
- Building Compliance
- Operations
- Building Division's Budget and Finance
- Building Division's Structure and Design
- Communications Planning and Implementation
- Building Division Programs and Services
- Application of Building Codes and Applicable City Codes
- Code Compliance for all New and Existing Structures
- Internal and External Clients
- Client Relations
- Reporting

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated knowledge to provide information regarding maintenance of on-site septic systems
- Demonstrated knowledge to refer zoning code issues to Planning Division for determination on where variances or conditional use permits are required
- Knowledge of budgeting, accounting and government financing, particularly capital improvement financing mechanisms
- Skilled at interpreting building code, responding to inquiries, investigating complaints filed regarding Code compliance and taking appropriate enforcement action
- Ability to provide timely insurance of building, water, septic/sewer, heating, and plumbing permits to ensure code compliance
- Ability to review applications and plans for conformance with State and City regulations

- Ability to coordinate and conduct as necessary, review of the building plans with various city departments/divisions to ensure that plans are complete according to required standards
- Ability to coordinate, and conduct as necessary, inspections on all construction, mechanical, plumbing systems and site improvements to ensure code requirements compliance
- Ability to work effectively with staff, government agencies and strategic partners (contractors, developers, property owners, other agency personnel)
- Ability to communicate effectively orally and in writing with architects, contractors, developers, builders, residents, commercial business owners, the public, staff, Planning Commission and City Council
- Ability to maintain records of inspections, including required corrections; water/septic systems; and reconstruction/renovation projects
- Ability to prepare and submit required reports using standard office equipment and software
- Ability to independently drive a City vehicle
- Ability to physically move within and around various work sites requiring inspection
- Ability to supervise inspection personnel in performing Code related activities and conduct training as needed

## **JOB ACTIVITY REQUIREMENTS:**

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Lifting
- Pushing/Pulling
- Climbing
- Kneeling (bending leg at knee and resting on knee)
- Crawling (moving about on hands and knees)
- Crouching (bending at knees)
- Bending at waist
- Reaching (extending hands and arms in any direction)
- Handling objects (grasping, turning or otherwise using hands or hand)
- Repetitive hand motion
- Stationary desk or bench work

This position requires employees to be able to lift and carry up to 24 pounds without assistance.

The following are the working conditions of this position:

- Working indoors
- Working outdoors

- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job