BUILDING OFFICIAL

POSITION SUMMARY

Responsible for the oversight of the operation and maintenance of the City's Building Inspection Department and providing supervisory direction of assigned staff. Responsible for implementing and enforcing building and zoning codes.

RESPONSIBILITIES

Essential Duties:

- Supervises staff and coordinates work which may include: issuing and scheduling work assignments; making hiring and termination recommendations; providing technical advice and guidance to employees; monitoring employee performance and safety.
- Responds to and investigates problems and complaints regarding area of assignment and ensures resolution.
- Performs required inspections on all types of residential and commercial structures under construction to ensure compliance with adopted codes. Performs inspections on remodel projects for existing structures to include: reviewing plans and specifications of construction diagrams; verifying proper sizes and spans of building materials; approving adjustments or exceptions to building codes; and, reviewing and responding to complaints regarding the inspections of existing structures.
- Performs inspections of all storm water facilities to ensure compliance with local, state and federal Phase II Storm water regulations as assigned to include: compliance inspections; completing inspection forms for each facility and reporting violations; and explaining changes to satisfy requirements.
- Performs plan reviews on new building projects and additions to existing structures and approves plans for construction.
- Prepares letters and correspondence to homeowners, contractors and developers regarding building code enforcement violations; signs complaints and follows-up with business and homeowners as necessary to schedule inspections.
- Conducts education and training of city staff, contractors, developers and the general public regarding compliance with Phase II Storm water regulations and other related topics.
- Reviews public service announcements and other communication initiatives regarding Phase II Storm water regulatory requirements to include: assisting the PIO with writing articles for public service announcements or local publications; working with local media organizations to promote and disseminate such information and producing daily, monthly and annual reports as assigned.
- Prepares and submits various reports to state regulatory agencies; assists in the preparation and submittal of a variety of reports to boards and commissioners.
- Conducts meetings with contractors, architects, home and business owners regarding building code and zoning issues. Acts as advocate for zoning/building codes at State and Federal level.
- Tasks are multiple and diverse with some interrelationship across processes. Handles some unrelated functions.
- Work requires direct application of a variety of procedures, policies, and/or precedents.

- Responsible for departmental budget, expenditure authority and/or has input into budget creation.
- Performs other duties of similar nature or level as required.

Knowledge, Skills and Abilities (position requirements at entry):

- Codes pertaining to building, plumbing, mechanical, and property maintenance;
- State codes pertaining to building constructions;
- State laws pertaining to City planning and zoning procedures;
- Basic engineering and architectural principles;
- Principles and techniques of plan examination;
- Knowledge of personnel management.
- Reading and interpreting construction plans, architectural blueprints and schematic diagrams;
- Writing clear and concise reports and memos;
- Maintaining accurate files and records;
- Interpreting codes and regulations;
- Using a variety of office equipment and related applications;
- Interacting with regulatory officials and agencies;
- Inspecting building structures and renovations;

Judgment/Decision Making:

- Develops objectives and general policies and procedures for specific program or functional area of responsibility within general scope of established operational goals and plans.
- Day-to-day work and decisions do not require direction or review by immediate supervisor.
- Frequently solves complex problems with end results being reviewed by supervisor.
- Strategic issues are referred to supervisor.
- Levels of judgment significantly affect the operations of one or more lines of business or operation.

RELATIONSHIPS

Leadership/Supervisory Responsibilities

- Supervises a small department of direct reports.
- Includes some HR responsibilities for direct reports.
- Confers with manager about HR and operational issues.

Relation to Others:

- Considerable and consistent contact with others in key positions within community and state, related to development and/or changes to policies and programs.
- Requires advanced interpersonal and communication skills to establish and maintain internal and external relationships. Communication will include one-to-one, small and large group presentations. Likely to be involved in media related activities; background work/information gathering.

BUILDING OFFICIAL

SKILLS

Education and Experience (position requirements at entry):

- Bachelor's Degree in Construction Management, Architectural Design, Architectural Drafting or related field,
- Five or more years progressive experience as responsible Building Inspector.
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS:

- Building inspector Certification from International Codes Council (ICC) - at hire;
- Journeyman Plumbers License – must obtain ND Certification within probationary period (which requires upon hire, the state required education and experience necessary to obtain that license);
- Valid Driver's License – at hire.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions**.**
- Working conditions involve frequent exposure to moderate risk of accident and required following basic safety precautions; frequent exposure to unpleasant elements. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Movement may be restrained or confined. Work may require routine travel.

Classification: Grade 19 (G-19)
Reports to: City Administrator
FLSA: Exempt
Created and updated to new format: 6/15/12
Approved by CSC: 11/30/12
Updated: 3/19/13. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
Approved by CSC: 4/5/13
Approved by Commission and Reclassified from Class IV to Class V: 4/16/13