

**Building/Zoning Official
City of Albert Lea**

Title of Class: Building Official/ Zoning Administrator
Effective Date: July 2011
Revision Date: November 2016

Department: Inspections
FLSA: Exempt
Union: None

DESCRIPTION OF WORK

General Statement of Duties: Performs administrative, supervisory and skilled commercial and residential inspection and plan review work enforcing building, mechanical and plumbing codes; inspects and enforces zoning codes, fire code and fire safety regulations, shoreline management ordinances and land-use regulations.

Supervision Received: Works under the general supervision of the Public Safety Director.

Supervision Exercised: Exercises general and technical supervision over inspection personnel including assigning, directing, prioritizing & reviewing work either directly or through project or team leaders.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- *Schedules, plans and directs inspection department operations, enforces the City's Building, Plumbing, Mechanical, Accessibility, Energy, and Fire Code enforcement program, including review of site and building plans, permit issuance, inspection of new and remodeled construction, conducting final inspections and related responsibilities.
- *Supervises staff including interviewing and recommending hire, assigning, prioritizing and reviewing work, scheduling work assignments and use of equipment, providing safety training, coaching, training, administering or recommending reward and discipline and approving timesheets and time off.
- *Administer, modify and enforce land use applications, ordinances, codes, plans and related planning programs, services or regulations.
- *Researches and provides recommendations for equipment purchases;
- *Enforces City and department policies, procedures, rules, regulations and work methods.
- *Researches and recommends changes to policies, programs and practices and proposes new services or technology.
- *Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- *Participates in the management, planning, coordination, and evaluation of inspection department operations, personnel and equipment; formulates programs, strategies or policies to promote professionalism and service to the public.
- *Reviews and approves the work and written documents prepared by subordinates for completeness, accuracy and compliance with Department Policy.
- *Prepares budget for assigned areas and submits to the Fire Chief/Public Safety Director for incorporation into the department budget; administers the approved budget.

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- *Plans for and reviews specifications for equipment; researches and purchases supplies and equipment in accordance with approved budget and needs of the department and recommends improvements to equipment and facilities, as needed.
- *Maintains discipline and oversees the conduct and general behavior of assigned personnel.
- *Reviews site plans and building plans for conformance to zoning codes including property line, setbacks, fences, signs, etc.
- *Reviews development plans for local zoning requirements with other staff members.
- *Reviews and approves sign permit applications
- *Explains building codes, zoning ordinances, and other city ordinances to contractors, property owners, and general public upon request.
- *Inspects structures for compliance with zoning ordinances and fire safety regulations.
- *Performs on-site inspections for all building construction work and land use permits to ensure code compliance.
- *Inspects damaged or deteriorated structures for compliance with building codes; boards up condemned buildings to ensure safety and inspects buildings being demolished.
- *Develops and distributes educational material to the public on acceptable construction materials, code requirements, etc.
- *Assists the public in preparation and presentation of materials to Board of Appeals.
- *Reviews applications for variances; may present findings to the Board of Appeals.
- *Interprets and enforces the Shoreline Management ordinance in coordination with Park maintenance, DNR and the Environmental Engineer.
- *Investigates complaints regarding materials and workmanship, quality, and violations of zoning ordinances.
- *Issues citations when necessary to enforce compliance with building codes and zoning ordinances; may testify in court concerning results of inspections.
- *Verifies building permits and licenses of persons engaged in building construction.
- *Prepares records and reports of investigations and violations of building codes, City Contract specifications, zoning ordinances, and permits.
- *Maintains all necessary records for day-to-day activity and permanent files.
Makes recommendations, jointly with other City personnel, to amend ordinances.
Conducts pre-inspections of property the City may buy; monitors the status of city-owned vacant buildings and provide tours to prospective buyers.
Provides staff support to the Heritage Preservation Commission.
Performs other duties as needed or required.

KNOWLEDGE, SKILLS, AND ABILITIES

- *Considerable knowledge of local, state, and federal codes including building, fire, mechanical, heating, ventilation & air conditioning, plumbing and gas piping.
- *Considerable knowledge of zoning codes, shoreline management requirements, water-runoff restrictions, land-use regulations and application requirements.
- *Considerable knowledge of building materials and industry standards for workmanship.
- *Considerable ability to inspect, advise and monitor construction for purposes of code and regulation compliance.
- *Considerable ability to interpret plans and specifications involving architectural, structural,

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mechanical, plumbing, and engineering designs.

- *Considerable ability to work independently and supervise staff and operations.
- *Considerable ability to direct the work of others and to maintain a high degree of teamwork.
- *Considerable ability to see read and interpret complex codes, regulations and ordinances in a fair and consistent manner.
- *Considerable ability to communicate tactfully and effectively face-to-face, by telephone and in writing, including making presentations, conducting training and providing testimony.
- *Considerable ability to prepare and maintain accurate, detailed records and reports.
- *Working ability to keep current on code amendments and technical advances in construction.
- *Considerable ability to frequently walk, bend, stoop, crouch, kneel, twist, turn, work in confined spaces and climb ladders while performing site inspections.
- *Working ability to safely operate a motor vehicle while traveling to inspection sites.
- *Considerable ability to operate standard office equipment and inspection tools, including a networked personal computer with standard office software and GIS applications.
- *Considerable ability to see, including depth perception and the ability to distinguish color.
- *Considerable ability to use both large and fine motor skills while performing the routine functions of this position.
- *Ability to work at considerable heights and maintain balance on roofs and scaffolding while performing inspections.
- *Ability to work in unfinished structures and in unsafe or uncomfortable surroundings.

MINIMUM QUALIFICATIONS

Six years of work experience in a building construction trade or as an inspector enforcing the building code or a two-year Building Inspection Technology degree with two years of supervisory experience (or equivalent training and experience in building technology). One year of experience in residential building inspection can substitute for two years of construction experience. Must be certified as a Building Official or become certified within 18 months and maintain thereafter. Must possess and maintain a valid MN driver's license.

May be asked or required to obtain additional certifications such as asbestos, accessibility specialist and/or daycare/foster care as needed.

Note: Asterisked items are essential to the job.