

NOW HIRING:

BUILDING OFFICIAL

The City of Minnetonka, Minn. is seeking a thoughtful and detail-oriented building official to lead the inspections division of the city's community development department. Minnetonka is experiencing robust building activity, with over \$130 million of construction per year.

APPLICATION PROCESS AND TIMELINE

Dec. 21, 2018

Deadline for applications

Dec. 1, 2018-Jan. 25, 2019

Review candidates

Selection of finalists

Interviews

Final candidate selected

March 1, 2019

Proposed starting date

SALARY RANGE

\$103,668-\$115,186

Additional annual compensation could include up to \$500 plus 2.5 percent of salary for organizational and departmental performance.



TO APPLY

Email resume and cover letter to MTKABO@hue.life. Please direct questions to Richard Fursman at richard.fursman@hue.life or 651-338-2533.



THE POSITION



BUILDING OFFICIAL POSITION DESCRIPTION

The building official supervises the day-to-day operations of the community development department's inspections division, through plan review and onsite inspections. The position works to ensure code compliance; supervision, development and training of inspections staff; establishing and monitoring inspection scheduling and procedures; the firm, fair and consistent enforcement of all applicable code requirements; and promoting quality customer service.



ESSENTIAL JOB FUNCTIONS

- Conducts timely and accurate plan reviews for all commercial, industrial, and multi-family construction, and supervises plan reviews for building systems and residential construction when appropriate.
- Keeps up-to-date on current construction projects and regularly conducts on-site inspections to ensure that new construction, additions, remodeling, and tenant improvements comply with applicable codes. Supervises and assists inspection of building systems and residential construction.



- Coordinates plan reviews with other departments affected by building construction to ensure their approval of plans before building permits are issued. Reviews permits to ensure they reflect the work to be done, and corrects permits and modifies fees where work is not consistent with the permits.
- Keeps aware of innovations and developments in the construction industry and how changes in design, materials and construction practices relate to code requirements.
- Communicates with architects, engineers, planners, contractors, and property owners to clarify code requirements. Promotes effective working relationships, understanding of code requirements and the benefits of code compliance.
- Directly supervises inspectors, promotes teamwork and coordination among inspectors, provides professional development and training opportunities, and mentors others as appropriate. Gives support, advice and encouragement to inspectors. Provides timely feedback on job performance.

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THE POSITION (CONTINUED)

MINIMUM QUALIFICATIONS:

- A commitment to and belief in the organization's shared values.
- Two-year post-secondary training in architecture, engineering, construction or building inspection technology.
- Thorough working knowledge of the Minnesota State Building Code, the International Building Code, and other codes related to construction, including electrical, plumbing, mechanical, fire, and accessibility codes.
- Minnesota certification as a building official.

DESIRED QUALIFICATIONS:

- A bachelor's degree in a related field.
- Five years progressively responsible experience in construction related trades, or inspection experience in a municipal organization.
- Thorough knowledge of codes affecting construction, zoning and health.
- Effective working knowledge of principles, practices and techniques of protective and construction inspections.
- National certifications.

SKILLED IN:

- The use of computer software related to plan reviews and inspections.

ABILITY TO:

- Enforce codes and ordinances firmly, tactfully, and impartially.
- Communicate effectively with others through speaking and in writing.
- Develop and maintain effective working relationships with design professionals, contractors, property owners, and the public.

THE CITY IS SEEKING A CUSTOMER SERVICE-ORIENTED CANDIDATE WHO WILL:

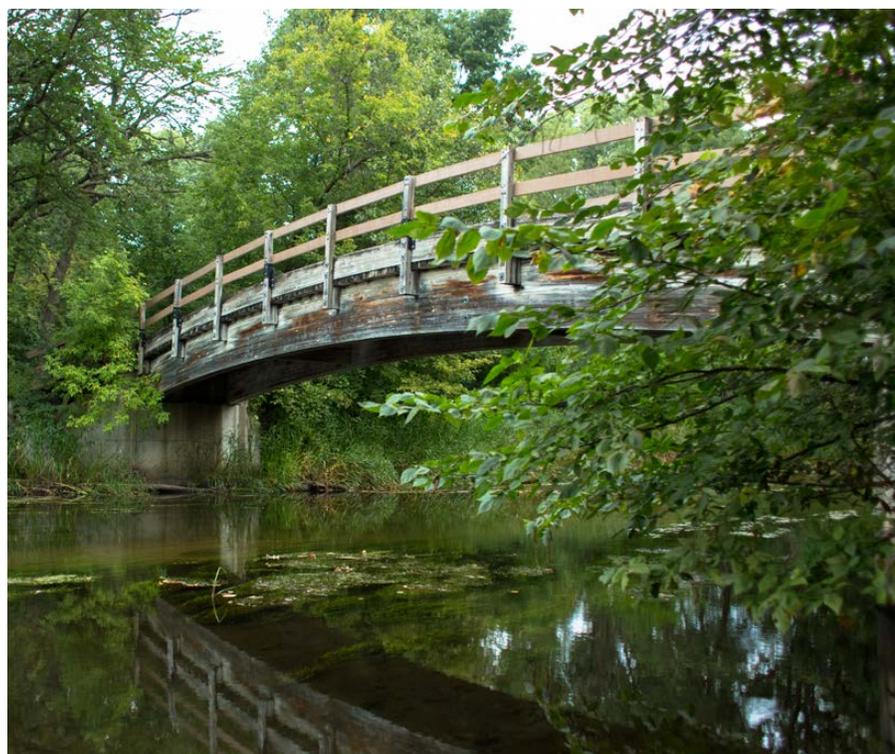
- Effectively communicate with a variety of clients and internal staff members.
- Be progressive, dedicated and is a seasoned inspector with ability to operate in a fast paced city.
- Be strong about the building code while maintaining a respectful, considerate demeanor.
- Inspire teamwork and foster a positive and proactive department culture.
- Delegate effectively to develop staff to their maximum capabilities.
- Manage staff and resources to achieve desired outcomes.
- Explore new ideas and technologies to improve services.

SUPERVISION OF:

- Building, plumbing, mechanical and electrical inspectors.

SUPERVISORY RESPONSIBILITIES:

- Freely shares information needed so employees can make decisions and do their job.
- Actively involves employees in the decision-making process.
- Helps employees acquire the material and equipment they need to do their jobs.
- Communicates goals and objectives so employees know what is expected of them.
- Encourages employees to develop their talents and participate in training opportunities.
- Recognizes accomplishments in a timely manner.





ABOUT MINNETONKA, MINN.

Minnetonka is a fully developed suburban community of more than 53,000 residents located eight miles west of Minneapolis. The city's natural surroundings – including trees, wetlands, prairies and diverse bodies of water – set it apart from similar-sized suburbs and give the community a distinct character.



City of Minnetonka
14600 Minnetonka Blvd.
Minnetonka, MN 55345
952-939-8200
eminnetonka.com

ABOUT THE ORGANIZATION

THE TEAM

The community development department oversees inspections, environmental health, building permits, planning and zoning (including reviews of proposed projects), licensing, housing and redevelopment.

The building inspections division issues permits and conducts plan reviews and field inspections to ensure compliance with the state building code.

In addition to the building official and community development director, the inspection division consists of two building inspectors, four plumbing/mechanical inspectors, one electrical inspector and part-time inspection staff.

LEADERSHIP

Minnetonka is governed by the council-manager form of government, represented by seven elected officials, including the mayor and six council members.

The city council appoints a city manager, who oversees nine departments and all staff and operations.

SHARED VALUES

The City of Minnetonka is committed to its employee-developed shared values, which help us execute our mission and vision, and provide exceptional service to our residents:

- Adaptable Learning and Innovation
- Authentic Communication
- Healthy Human Relationships
- Contagious Enthusiasm
- Outcome-Focused Teamwork
- Shared Success

