



CITY OF GOLDEN VALLEY (MN)
invites applications for the position of:
Building Official

SALARY: \$94,025.00 - \$111,935.00 Annually

OPENING DATE: 05/28/19

CLOSING DATE: 06/17/19 11:59 PM

SUMMARY OF POSITION:

The City of Golden Valley has an exciting opportunity to serve the community while leading the City's Inspections team. Along with managing the Inspections division team members, the Building Official will oversee and participate in the plan review, permitting, and the inspections processes. If you have a knack for inspections and a desire to lead a dynamic team within a vibrant city, this is the position for you! Apply online today.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities

1. Manage the daily operations of the Building Inspections Department and administration of the State Building Code and local ordinances.
2. Supervise staff and oversee professional development.
3. Responsible for commercial and residential plan review, permitting, and inspections processes.
4. Prepare and manage annual department budget.
5. Meet with residents, designers, and developers regarding building process, and ensure code compliance.
6. Administer building code violations procedures.
7. Stay informed of industry trends, building methods and materials, and network of industry members.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This position does have supervisory responsibilities. This individual will collaborate with HR to recruit and hire, train and manage performance of full-time and seasonal inspectors.

MINIMUM AND DESIRED QUALIFICATIONS:

Minimum Qualifications

- Minnesota Building Official Certificate.
- Five years of experience in municipal building inspection.
- I.C.B.O. Certification as Building Inspector/Plans Examiner.
- Two years higher education related to building construction.
- Valid Class D Minnesota Driver's License and clean driving record.
- Two years of experience in construction field
- Experience in a supervisory role

Desired Qualifications

- Bachelor's degree in architecture, engineering, construction management or related field.
- Three years of supervisory experience.

Competencies

- Communication
- Customer Focus
- Teamwork
- Positive Attitude
- Hard Work/Passion

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Expected Hours of Work

This job operates in a professional office environment. Office hours are typically Monday-Friday from 8 am to 4:30 pm. In addition to working office hours, staff may be required to work additional events. Hours may include, nights, weekends, and holidays.

Work Environment & Physical Demands

Work is conducted both indoors and outdoors, subjecting employees to both inside and outside environmental conditions. Employee is subject to noise, during events and activities, but generally free from additional work hazards.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate and exchange information with others both in person and over the telephone. The employee is required to remain in a stationary position, as well as operate computers and other office equipment, such as a copy machine, printer, and telephone, as well as equipment/tools consistently found in inspection services. Employee may also crawl through tight spaces, and climb ladders and stairs to perform inspections. Staff will frequently read and interpret documents, including safety manuals, codices, and operating procedures. Staff will frequently traverse around the city, operating City vehicles. Will occasionally lift items weighing up to 25 pounds.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://goldenvalleymn.gov/>

Position #2019-24
 BUILDING OFFICIAL
 KS

7800 Golden Valley Road
 Golden Valley, MN 55427
 763-593-3989
 763-593-8006

ksantelices@goldenvalleymn.gov

Building Official Supplemental Questionnaire

- * 1. Do you hold a current Minnesota Building Official Certification?
 Yes No
- * 2. Do you have a minimum of five years of experience in municipal building inspection?
 Yes No
- * 3. Do you currently hold an I.C.B.O. Certification as Building Inspector/Plans Examiner?
 Yes No
- * 4. Do you have two years of higher education coursework related to building construction practices?

Yes No

* 5. Do you have a valid Driver's License?

Yes

No

* 6. Do you have two or more years experience in construction or inspection services?

Yes No

* 7. How many years of supervisory experience do you have?

* 8. The next question is voluntary and is used to determine your eligibility for additional point credits under the Minnesota Veteran's Preference Statute 197.455. Appropriate documents MUST BE provided, either by attaching them to this application or submitting them to the City Human Resources Office within seven (7) calendar days after the deadline date for this position in order to receive Veteran's Preference points. Please select the answer that best applies to your Veteran's status.

I am not a Veteran.

I am a non-disabled Veteran. If selecting this answer, you must provide your form DD214 (member copy 4).

I am a disabled Veteran. If selecting this answer, you must provide your form DD214 (member copy 4) and FL802 form (or an equivalent letter from a service retirement board).

I am the spouse of a disabled Veteran who is unable to use the preference due to the service-related disability. If selecting this answer, you must provide your marriage certificate, spouse's form DD214 (member copy 4) and FL802 forms (or equivalent letter from a service retirement board).

I am the spouse of a Veteran who was disabled at the time of death and died as a result of an active duty injury. If selecting this answer, you must provide your marriage certificate, spouse's form DD214 (member copy 4) and FL802 forms (or equivalent letter from a service retirement board) and spouse's death certificate.

I am the spouse of a deceased Veteran. If selecting this answer, you must provide your marriage certificate, spouse's form DD214 (member copy 4) and spouse's death certificate.

I prefer not to answer.

* Required Question