



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Code Enforcement Coordinator/Building Inspector</b>
<b>DEPARTMENT:</b>	<b>Community Development</b>
<b>SUPERVISOR:</b>	<b>Building Official</b>
<b>STATUS:</b>	<b>Full-time/Non-Exempt/ Union</b>

### PRIMARY OBJECTIVE OF POSITION

The primary objective of this position is to interpret, apply, and enforce State codes and the City Code. This position completes plan reviews, writes code compliance letters, conducts building inspections, rental inspections, and code enforcement inspections. Working under the general guidance and direction of the Building Official, this position will work as a team with Community Development staff, other city staff, contractors, and property owners and other members of the community.

### ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Performs plan reviews of building permit applications to ensure they meet the building code prior to permit issuance, based on certification and experience level, as determined by the Building Official.
2. Performs building inspections to ensure construction compliance with the building code based on certification and experience level, as determined by the Building Official.
3. Assists contractors, designers and the public in matters relative to construction and code application.
4. Completes continuing education as needed for building Official Limited certification.
5. Performs rental inspections and communicates corrections based on the housing maintenance code.
6. Is the primary point of contact at the city for code enforcement matters. Investigates complaints, performs code enforcement inspections, writes code enforcement letters, prepares related reports, maintains files, and works with Community Development staff relating to the administration of the City's Code Enforcement program.
7. Provides concise and accurate verbal and written communication with contractors, designers, and property owners in a timely professional manner.

8. Contacts property owners to answer building code questions, explain code enforcement regulations and answer questions.
9. Keeps supervisor informed of issues or concerns related to the completion of the position responsibilities to ensure a high standard of customer service to the public.

#### **Additional Duties**

10. Performs other duties as assigned or apparent.

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>
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1. Knowledge of building construction materials, methods and workmanship.
2. Knowledge of local, state and federal building codes relating to building materials and workmanship.
3. Knowledge of building, plumbing, heating and ventilation fields.
4. Ability to interpret plans involving architectural, structural, mechanical plumbing and engineering designs.
5. Ability to interpret and apply adopted building, housing and city codes.
6. Ability to inspect, advise, and monitor construction for code and regulation compliance.
7. Ability to research records and codes and review applications and documents to determine whether requirements are met.
8. Ability to handle conflict in a professional manner.
9. Knowledge of zoning and city code regulations relating to code enforcement.
10. Ability to prioritize duties, work independently and problem solve.
11. Ability to operate a vehicle.
12. Considerable ability to work outside, year around, sometimes in inclement weather.
13. Ability to write routine reports and correspondence, that conform to prescribed style and format.
14. Ability to comprehend and communicate policies, practices and services of the Community Development Department to co-workers and members of the public.
15. Ability to define problems, collect data, establish facts, and draw valid conclusions.
16. Ability to use common Microsoft Office programs (Word, Excel and Outlook).
17. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
18. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
19. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
20. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
21. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
22. Ability to exhibit excellent interpersonal and human relationship skills.

23. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.
24. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
25. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.
26. The ability to work both independently and within a team.

#### **REQUIRED QUALIFICATIONS**

1. Must possess a valid MN Drivers' License.
2. Ability to obtain Building Official Limited Certification by the State of Minnesota within six months from the date of hire.
3. High School Diploma or GED.
4. Experience using Microsoft Office products.

#### **DESIRED QUALIFICATIONS**

1. Post secondary education degree in construction, a construction trade, building inspection technology, or related field.
2. Building Official Limited Certification by the State of Minnesota
3. Experience working in a municipal setting.
4. Experience with code enforcement.

#### **PHYSICAL REQUIREMENTS**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. Work is performed in a standard office setting with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift up to 75 pounds and move up to 100 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.