

Department: Administration	
Supervisor: City Administrator	
FLSA Status: Non-Exempt	Union Status:
Grade: 16	
Prepared/Revision Date: March 2026	
Prepared by: City Administration	

Job Summary:

Ensures compliance of public and private property with city and state of Minnesota building code. Oversees building maintenance relating to public nuisances. Assists the Community Development Director with the administration of the city’s zoning ordinance, Heritage Preservation Commission, Board of Adjustments and Appeals, and Planning Commission. Performs other related duties as assigned.

Scope of Responsibility:

Responsible for administering and enforcing building codes, policies and regulations for all property within the City of Pipestone.

Essential Duties and Responsibilities:

1. Administrative
 - 1.1. Act and perform the required duties as the Designated Building Official for the city of Pipestone.
 - 1.2. Responsible for ensuring the department operates within budgetary parameters.
 - 1.3. Responsible for ensuring the accuracy of department billing to clients.
 - 1.4. Responsible for department improvements, policies, code interpretations, and procedures.
 - 1.5. Assists with building and zoning permit applications ensuring accuracy, completeness, and compliance with codes and requirements.
 - 1.6. Creates and maintains files of building plans and specifications, permits issued and fees charged.
 - 1.7. Completes all required federal, state, and local reports as assigned.
 - 1.8. Works jointly with and assists city staff with the regulation of the city’s zoning ordinance and comprehensive plan.
 - 1.9. Works jointly with and assists city staff to administer the enforcement of city nuisance ordinances, including documentation of potential violations.
2. Plan Reviews & Inspections
 - 2.1. Reviews detailed and complex building plans and specifications for compliance with city state and federal codes and regulations.
 - 2.2. Perform plan review of residential and commercial construction projects when required.
 - 2.3. Participate in pre-construction meetings.
 - 2.4. Works with owners and contractors to achieve code compliant solutions.
 - 2.5. Perform field inspections of residential and commercial construction projects when required.

- 2.6. Interacts with the public and explains technical information to both technically and non-technically trained individuals.
 - 2.7. Reads and understands residential and commercial plans and engineering calculations for building components to ensure compliance with applicable codes.
 - 2.8. Creates and maintains records and prepares reports of inspection results and code enforcement activities.
 - 2.9. Issues verbal and written orders for correction of faulty, improper, and illegal construction.
 - 2.10. Administers the City Property Maintenance Ordinance: responds to complaints, inspects for violations, issues tags and warnings, and recommends abatement and demolitions.
 - 2.11. Investigates nuisance and hazardous building complaints and recommends appropriate actions to resolve.
3. Customer Service and Public Relations
 - 3.1. Responds to written, telephone and in-person inquiries concerning permits, building standards, code requirements, zoning requirements and related topics and procedures.
 - 3.2. Maintains high standard of positive public relations including education and outreach.
 4. Performs other duties as assigned or apparent.
 - 4.1. Attends and participates in meetings and trainings.
 - 4.2. Perform other related duties as required or assigned.

Minimum Qualifications:

This position requires a State of Minnesota Residential and Commercial Certified Building Official License, valid Driver's License, and one year of experience serving as a certified building official; or equivalent combination of education/training/experience.

Skills & Knowledge:

- Extensive knowledge of MN State Building Code administration
- Extensive knowledge of local building codes and current construction procedures/technology
- Must possess the ability to positively interact with the other staff members, the general public, contractors, governmental entities, and other clientele
- Excellent verbal and written communication skills
- Good time management, organization, and attention to detail skills
- Demonstrated ability to exercise initiative and a considerable amount of independent judgment
- Candidate must be able to handle multiple projects in a fast-paced atmosphere
- Candidate must stay familiar and up to date with different editions of the Minnesota State Building Codes and related standards.
- Strong computer skills including Microsoft Office.
- Understand and use smart phone and tablet functions and applications.

Preferred Qualifications:

Associate Degree in Building Inspection Technology, Building Construction, Architecture, Engineering or related field and two years of relevant experience; or equivalent combination of education/training/experience.

Core Competencies and Abilities:

Quality of Work

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills; plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently; demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the City's values and the City's code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options and/or solutions to inquiries, concerns and/or requests from the diverse public in a respectful manner.
- Maintains the City's reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

Safety

- Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- Adheres to all City policies and procedures.

- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality in accordance with City and Department requirements.

Education, Certification, Experience:

- MN Certified Residential & Commercial Building Official required.
- Experience in field inspections and plan review of residential and commercial projects required.
- Candidate who can meet the qualifications to apply for the MN Department of Labor and Industry delegation for the performance of inspections and/or plan review on public buildings and State-Licensed facilities preferred.
- MN Driver's License required and a good driving record.

Physical Demands & Working Conditions:

Mobility & Movement:

- Frequent walking, standing, climbing, bending, stooping, crawling, or kneeling to conduct inspections.
- Ability to climb ladders, scaffolding, or unfinished stairways to access roofs, attics, crawl spaces, and other elevated or confined areas.
- Occasional lifting, carrying, or moving objects up to 25–50 pounds (e.g., inspection tools, plans, or small equipment).

Vision & Hearing:

- Visual acuity sufficient to read construction plans, technical documents, and observe construction details.
- Ability to detect safety hazards and defects through visual and auditory inspection.
- Hearing sufficient to communicate with contractors, workers, and the public in noisy environments.

Manual Dexterity:

- Use of hands and fingers to handle tools, operate inspection equipment, and use computers/tablets for reporting.

Work Environment:

- Work performed in both office and field settings.
- Exposure to outdoor weather conditions (heat, cold, rain, snow) and construction site environments (noise, dust, uneven terrain).
- Frequent driving between inspection sites and locations within the region.
- Some exposure to angry or hostile persons.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council and/or the City Administrator retain the discretion to add duties or change the duties of this position at any time.