

City of East Bethel
City Council Agenda
Special Meeting – 5:00 PM
Date: June 13, 2012



	Item	
5:00 PM	1.0	Call to Order
5:01 PM	2.0	Adopt Agenda
5:02 PM	3.0	Review & Approve Building Official Job Description and Advertisement
5:20 PM	4.0	Approve Agreement with Linwood for Building Official Services
5:30 PM	5.0	Adjourn



City of East Bethel City Council Agenda Information

Date:

June 13, 2012

Agenda Item Number:

Item 3.0

Agenda Item:

Building Official Job Description and Advertisement

Requested Action:

Consider approving the job description for the Building Official and the advertisement for this position.

Background Information:

City Council directed staff to prepare a job description and an advertisement for the Building Official position for the City of East Bethel at the June 6, 2012 City Council Meeting. Attached are those documents for your review.

Attachment(s):

Building Official Job Description
Advertisement for the Building Official Position

Fiscal Impact:

To be determined

Recommendation(s):

Staff recommends the approval of the job description and requests authorization to advertise for this position.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**CITY OF EAST BETHEL
JOB DESCRIPTION**

Job Description Title: Chief Bldg Building Official/Code Enforcement Officer	FLSA Status: Exempt/ Non-essential
Department/Division: Inspection Division	Position Status: Regular Full-Time
Accountable To: City Administrator	Salary Grade: Grade 10/11 Grade 10/11
Prepared By: City Administrator	Revision Date: May 5, 2005 June 13, 2012

Job Summary:

Under the general supervision of the City Administrator, the Building Official provides supervision and work direction within the ~~division~~ Building Department, including but not limited to all building and related inspection services, all code enforcement activities, public building maintenance planning and support for planning and zoning functions as necessary.

Scope of Responsibility:

The ~~Chief~~ Building Official supervises ~~two regular~~ full time ~~employees~~ staff as may be employed in the Department and occasional part-time or seasonal employees. Total budget responsibilities ~~are~~ slightly can be more than \$200,000 annually.

Essential Duties and Responsibilities:

1. Provide supervision and work direction to ~~City~~ City Building Department employees ~~as it relates~~ relating to building and ~~related~~ inspection services. Interpret and apply current building and related codes to all construction activity within the City.
2. Review all building permit applications for completeness, accuracy and compliance with current codes.
3. Prepares building permits and calculates building permits fees in accordance with current fee schedules.
4. Oversee inspection service scheduling ensuring prompt and timely customer service.
5. Review with homeowners, contractors, consultants, developers and architects to ensure all required codes issues are understood and that the individual or firm is capable of conforming to such requirements.
6. Performs inspection to include, but not limited to, footings and foundations; framing and sheathing; insulation; sheetrock; fireplace installation; plumbing; HVAC and on site sewer systems.
7. Performs fire code inspections, as necessary or required, on existing businesses.
8. Reviews and inspects all on site sewer designs for code compliance.
9. Performs follow-up inspections and reviews to ensure corrections to building code violations are accomplished in a timely manner.
10. Performs and administers field surveillance of building and zoning codes and adherence to approved site plans.
11. In accordance with City goals and objectives, prepares departmental budgets and ensures expenditures remain consistent with approved budgets.
12. Provides training and guidance as required for other building ~~division~~ department inspectors and

- staff.
13. Prepares and recommends revisions to ordinances pertaining to code enforcement or building code issues.
 14. Advises supervisor and other staff of significant matters to ensure appropriate levels of customers service are maintained.
 15. Recommends actions to improve customer service activities.
 16. ~~Receives and Courteously receives and~~ promptly responds to inquiries from citizens, contactors, staff and others with an interest in the building inspection activities.
 17. Prepares written reports, notices and other correspondence as appropriate and necessary.
 18. Responds promptly to issues related to code enforcement through site visits, telephone inquiries.
 19. Issue citations as appropriate for code violations that warrant further action.
 20. Prepares and provides legal documents to the prosecuting attorney and court for code violation issues.
 - ~~20-21.~~ Inspects and has experience with commercial and residential water and sewer connections for larger diameter collection and distribution lines and a working knowledge of municipal water and sewer systems.
 - ~~20-22.~~ Prepares plans for public building maintenance, recommends corrective actions, prepares cost estimates for these activities and coordinates these activities with the City Administrator, Public Works Manager and Finance Director for implementation.
 - ~~20-23.~~ Performs all commercial inspections and plan reviews for projects within the City.
 - ~~20-24.~~ Prepares and submits a monthly report on all Building Department activities in a manner and form as required by the City Administrator.
 - ~~21-25.~~ Perform other duties as assigned from time to time.

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Minimum Qualifications:

- A four year degree in related field of study or equivalent education and experience.
- Certification as a State Certified Building official with all commercial inspections certifications and and accreditation.
- MPCA Certification as an ISTS Designer I, ~~or ability to attain certification within one year of employment.~~
- ~~Working knowledge~~ Competent in the use of permit issue software applications.
- ~~Working knowledge~~ Competent in the use of Microsoft office products (Word, Excel, Access, Power Point).
- Valid Minnesota Drivers License.
- Three to five years of supervisory experience in a similar capacity.
- Five to seven years of building trade experience.

Knowledge, Skills and Abilities

- Thorough knowledge of applicable building, plumbing, mechanical, fire and on-site sewer system codes as well as relevant codes such as the ADA, WCA, etc.
- Ability to interpret and apply these codes and laws.
- Ability to effectively communicate in English, both verbally and in writing with customers, City Council, staff and others with an interest in building and code enforcement issues.
- Considerable knowledge of governmental processes and services including the legal process for code violations.
- ~~A working knowledge~~ Competency in the use of computer applications commonly used in a code enforcement and building inspection setting.
- Knowledge of various types of building construction and design and the ability to read and interpret

building plans accordingly.

Physical Demands & Working Conditions:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.

The employee is frequently required to sit and talk or hear and occasionally use large motor skills to bend, stoop, crouch, kneel, push and pull.

Ability to conduct field investigations throughout the year and during all weather conditions.

Ability to occasionally lift and carry objects weighing up to 50 pounds for tasks such as carrying supply boxes, files and equipment.

Specific vision abilities required by this position include close vision, distant vision, peripheral vision and ability to focus as it relates to such tasks as reading documents, processing paperwork, reviewing plans, and viewing computer monitor.

Office environment: sitting for extended periods at a personal computer using repetitive movements and small motor skills. The noise level in the office environment is usually moderate.

Field inspections: occasional exposure to extreme hot and cold as well as other types of inclement weather conditions and exposure to loud noises from machinery and equipment at constructions sites.

Approved by:

City Administrator

~~May 18, 2005~~ June 13, 2012

Date

CITY OF EAST BETHEL
JOB DESCRIPTION

Job Description Title: Building Official/Code Enforcement Officer	FLSA Status: Exempt/ Non-essential
Department/Division: Inspection Division	Position Status: Regular Full-Time
Accountable To: City Administrator	Salary Grade: Grade 10/11
Prepared By: City Administrator	Revision Date: June 13, 2012

Job Summary:

Under the general supervision of the City Administrator, the Building Official provides supervision and work direction within the Building Department, including but not limited to all building and related inspection services, all code enforcement activities, *public building maintenance planning* and support for planning and zoning functions as necessary.

Scope of Responsibility:

The Building Official supervises full time staff as may be employed in the Department and occasional part-time or seasonal employees. Total budget responsibilities can be more than \$200,000 annually.

Essential Duties and Responsibilities:

1. Provide supervision and work direction to City Building Department employees relating to building and inspection services. Interpret and apply current building and related codes to all construction activity within the City.
2. Review all building permit applications for completeness, accuracy and compliance with current codes.
3. Prepares building permits and calculates building permits fees in accordance with current fee schedules.
4. Oversee inspection service scheduling ensuring prompt and timely customer service.
5. Review with homeowners, contractors, consultants, developers and architects to ensure all required codes issues are understood and that the individual or firm is capable of conforming to such requirements.
6. Performs inspection to include, but not limited to, footings and foundations; framing and sheathing; insulation; sheetrock; fireplace installation; plumbing; HVAC and on site sewer systems.
7. Performs fire code inspections, as necessary or required, on existing businesses.
8. Reviews and inspects all on site sewer designs for code compliance.
9. Performs follow-up inspections and reviews to ensure corrections to building code violations are accomplished in a timely manner.
10. Performs and administers field surveillance of building and zoning codes and adherence to approved site plans.
11. In accordance with City goals and objectives, prepares departmental budgets and ensures expenditures remain consistent with approved budgets.
12. Provides training and guidance as required for other building department inspectors and staff.
13. Prepares and recommends revisions to ordinances pertaining to code enforcement or building code issues.

14. Advises supervisor and other staff of significant matters to ensure appropriate levels of customers service are maintained.
15. Recommends actions to improve customer service activities.
16. Courteously receives and promptly responds to inquiries from citizens, contactors, staff and others with an interest in the building inspection activities.
17. Prepares written reports, notices and other correspondence as appropriate and necessary.
18. Responds promptly to issues related to code enforcement through site visits, telephone inquiries.
19. Issue citations as appropriate for code violations that warrant further action.
20. Prepares and provides legal documents to the prosecuting attorney and court for code violation issues.
21. Inspects and has experience with commercial and residential water and sewer connections for larger diameter collection and distribution lines and a working knowledge of municipal water and sewer systems.
22. Prepares plans for public building maintenance, recommends corrective actions, prepares cost estimates for these activities and coordinates these activities with the City Administrator, Public Works Manager and Finance Director for implementation.
23. Performs all commercial inspections and plan reviews for projects within the City.
24. Prepares and submits a monthly report on all Building Department activities in a manner and form as required by the City Administrator.
25. Perform other duties as assigned from time to time.

Minimum Qualifications:

- A four year degree in related field of study or equivalent education and experience.
- Certification as a State Certified Building official with all commercial inspections certifications and accreditations.
- MPCA Certification as an ISTS Designer I.
- Competent in the use of permit issue software applications.
- Competent in the use of Microsoft office products (Word, Excel, Access, Power Point).
- Valid Minnesota Drivers License.
- Three to five years of supervisory experience in a similar capacity.
- Five to seven years of building trade experience.

Knowledge, Skills and Abilities

- Thorough knowledge of applicable building, plumbing, mechanical, fire and on-site sewer system codes as well as relevant codes such as the ADA, WCA, etc.
- Ability to interpret and apply these codes and laws.
- Ability to effectively communicate in English, both verbally and in writing with customers, City Council, staff and others with an interest in building and code enforcement issues.
- Considerable knowledge of governmental processes and services including the legal process for code violations.
- Competency in the use of computer applications commonly used in a code enforcement and building inspection setting.
- Knowledge of various types of building construction and design and the ability to read and interpret building plans accordingly.

Physical Demands & Working Conditions:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.

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Field inspections: occasional exposure to extreme hot and cold as well as other types of inclement weather conditions and exposure to loud noises from machinery and equipment at constructions sites.

Approved by:

City Administrator

June 13, 2012

Date

Building Official/Code Enforcement Officer

East Bethel is accepting applications for the position of Building Official/Code Enforcement Officer. Position reports to the City Administrator and directs all building and related inspection services including code enforcement activities, public building maintenance planning and support for planning and zoning functions as necessary. Minimum requirements include a four year degree in related field of study or equivalent education and experience; and certification as a State Certified Building Official with all commercial inspections certifications and accreditations. MPCA Certification as an ISTS Designer I is required along with three to five years supervision experience; and five to seven years of building trade experience. . Experience with Microsoft Office and permit issue software applications. Must have a valid MN Drivers license without restrictions. Salary range is **\$XX,000 to \$XX,000** plus an excellent benefit package. A completed City application, current resume and cover letter is required no later than 3:00 PM on **MONTH DATE**, 2012 to City Administrator, City of East Bethel, 2241 221st Avenue NE, East Bethel, MN 55011. Application materials may be obtained by contacting Wendy Warren at 763-367-7853 or wendy.warren@ci.east-bethel.mn.us.



City of East Bethel City Council Agenda Information

Date:

June 6, 2012

Agenda Item Number:

Item 4.0

Agenda Item:

Approve Interim Building Official

Requested Action:

Consider approving Kevin Tramm, Linwood Building Official, as the interim Building Official for the City of East Bethel.

Background Information:

In the wake of Larry Martin’s resignation as City Building Official, effective June 7, 2012, the City must designate a Building Official by June 22, 2012. The City will consider the approval of the advertisement for this position and Council will be presented a job description for this position on June 13, 2012.

Council will also be requested to consider the designation of an interim Building Official at the June 13, 2012 meeting. City Council’s motion at the June 6, 2012 meeting was

to authorize the City Administrator to work with Linwood Township to work out an agreement to contract with their Building Official. The motion was made by Steve Voss and DeRoche seconded. Moegerle and Lawrence, nay, rest in favor, motion carries.

Boyer made a motion to set a special meeting for Wednesday, June 13, 2012 at 5:00 pm to approve a job description and advertisement for a building official. Voss seconded; all in favor, motion carries.

The interim Building Officials position is anticipated to be effective for only the length of time required to advertise and hire a full time Building Official. It is expected that this process will require 6-8 weeks.

Attachment(s):

Interim Building Official Agreement with Linwood (I meet with Linwood on Tuesday morning and this will be e-mailed to you on Tuesday afternoon).

Fiscal Impact:

To be determined

Recommendation(s):

Staff recommends approval of designating the Linwood Building Official as the interim Building Official for the City of East Bethel, until such time the City of East Bethel staffs this position with an employee that can fulfill the statutory requirements as required by State law.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____