

PERMIT PROCESS SUPERVISOR

CONSTRUCTION SERVICES MANAGER

SUMMARY/PURPOSE: ~~Supervise~~

~~This position manages and manage permit processing, review of plans leads the administration and approval/enforcement of the building code, zoning code and related regulations, policies and initiatives for Construction Services.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the operations of projects~~Construction Services~~ in accordance with applicable codes, rules and ordinances, delivery of procurement protocols, funding source procedural requirements, state code and other legal requirements and department and City policies.
2. Manage the permitting, inspections, plan review, customer service, and coordination~~processes~~ enforcing the building code, ordinances and other regulations.
3. Conduct long and short range studies to analyze the adequacy of code enforcement and quality and effectiveness of present services.
4. Communicate and collaborate with other departments involved in construction and land~~the~~ community, contractors, other department staff, managers and directors and elected officials on proposed development projects, customer service, shared processes and objectives.
5. Direct, coordinate and analyze the development of ordinances and resolutions for City Council consideration and present specifics at council meetings.
6. Review, analyze and interpret the building codes and related regulations as applied to development proposals.
7. Direct the effective use of software, devices, web based applications, social media and other technology as operational tools and to provide information and permitting services to internal and external customers.

FUNCTIONAL AREAS:

1. ~~Manage the transition to, lead and ongoing operation of the One Stop Shop (OSS).~~
 - * ~~A. Participate in the development and revision of the mission and organization of the OSS and perform tasks required to support them.~~
 - * ~~B. Facilitate the implementation of multi-department land use management software and training of users; provide ongoing support as needed.~~
 - * ~~8. C. Provide input into the creation and revision of job descriptions for OSS~~supervise Construction Services division staff.
 - * ~~D. Write and revise procedures manual for staff use.~~
 - * ~~E. Write customer/user development manual for building safety and OSS components of development processes.~~
 - * ~~9. F. Serve as primary liaison between City divisions involved in providing OSS~~permitting and review services for construction and development.
 - * ~~G. Train, or arrange for training of, staff in the OSS.~~
2. Manage technical work reviewing and analyzing construction plans and specifications.
 - * ~~A. Plan, organize and implement schedules.~~
 - * ~~B. Examine highly complex construction plans and permits to ensure compliance with all regulatory standards and building codes; approve or reject plans and specifications.~~

- * ~~C. Provide technical assistance and advice to property owners, contractors, developers, architects, engineers, City staff and the general public regarding code requirements and permitting and approval procedures.~~
- * ~~D. Collaborate with division staff to resolve regulatory and code related interpretation and project compliance issues.~~
- * ~~E. Respond and provide resolution to complex/difficult inquiries and concerns from the general public, the business community, City officials, and other departments.~~
- * ~~F. Manage plan review approvals and permitting.~~
- * ~~G. Maintain current knowledge of issues, trends, developments, regulations and building code requirements governing the construction industry.~~

3. ~~Supervise assigned staff.~~

- * ~~A. Prioritize, assign and direct work and projects.~~
- * ~~B. Coordinate work schedules and approve or reject leave requests.~~
- * ~~C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.~~
- * ~~D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.~~
- * ~~E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.~~
- * ~~F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.~~
- * ~~G. Effectively recommend adjustments or other actions in employee grievances.~~
- * ~~H. Delegate authority and responsibilities to others as needed.~~
- * ~~I. Disseminate instructions and information to employees through verbal and written communications.~~

4. ~~Assist the City's Minnesota state designated Building Official.~~

- 10. ~~A. Assist with communications between City staff and the development community in the~~
Ensure the designated municipal building official maintains required statutory authority over all code enforcement activities related to the state building code.
- *11. Prepare, control and monitor the division budget, expenditures and administration of the building code funds.
- 12. Other related duties may be assigned.

JOB REQUIREMENTS

- * ~~B. Assist with the evaluation of proposals for modifications of or alternate methods to specific code requirements.~~
- * ~~C. Assist with the resolution of problematic situations related to administration of the building code.~~

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ❖ ~~A.~~ A. A combination of education and/or experience equaling five (5) years which demonstrates a proficiency in the knowledge, skills and abilities listed below. Examples of

acceptable education might include architectural drafting, building inspection technology, construction management, building trades or civil engineering technology. Acceptable experience might include administration of the building code as a field inspector, plans examiner or land use technician or work in the engineering field.

- B. Experience leading projects and/or teams ~~preferred~~.

2. License Requirements

- ❖ ~~A. A.—Certification as a Plans Examiner by a nationally recognized code agency.~~
- ~~B. A. Certification through MPCA as an erosion and storm water control Construction Installer within ~~48~~12 months of hire.~~
- B. Possess and maintain certification as a Minnesota Building official within 6 months of hire.

3. Knowledge Requirements

- ❖ ~~A. A.—~~Extensive knowledge of applicable building codes, ordinances, statutes and City policies.
- ❖ ~~B. B.—~~Knowledge of the principles of building construction and site development.
- ❖ ~~C. C.—~~Knowledge of applicable computerized software programs, office equipment and modern communication methods.
- ❖ ~~D. D.—~~Knowledge of the principles of technical writing.
- ❖ ~~E. E.—~~Knowledge of current technology and trends in the profession.
- ❖ ~~F. F.—~~Knowledge of effective management and supervisory practices.
- ❖ ~~G. G.—~~Knowledge of research and data analysis methods and techniques.
- H. Knowledge of MPCA erosion and storm water control.

4. Skill Requirements

- ❖ ~~A. A.—~~Skill in performing detailed analysis and examination of complex construction plans and specifications for compliance with applicable codes, ordinances and other regulations.
- ❖ ~~B. B.—~~Skill in researching and interpreting laws, rules and regulations, legal documents, legal descriptions, maps, building plans and civil drawings.
- ❖ ~~C. C.—~~Skill in assisting customers in solving problems related to codes, ordinances and regulations related to construction and development.
- ❖ ~~D. D.—~~Skill in applying sound business judgment in decision-making.
- ❖ ~~E. E.—~~Skill in providing superior customer service.
- ❖ ~~F. F.—~~Skill in maintaining compliance with applicable regulations and policies.
- ❖ ~~G. G.—~~Skill in communicating effectively, both verbally and in writing.
- ❖ ~~H. H.—~~Skill in the operation of automated office equipment, scanners, personal computers and software applications including email, internet use, word processing and spreadsheets.

5. Ability Requirements

- A. A.—Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ❖ ~~B. B.—~~Ability to supervise assigned staff.
- ❖ ~~C. C.—~~Ability to set priorities, organize work and meet deadlines under pressures of time constraints and conflicting demands.
- ❖ ~~D. D.—~~Ability to operate architectural and engineering scales and perform accurate mathematical calculations.
- ❖ ~~E. E.—~~Ability to establish and maintain effective working relationships with city employees, outside agency representatives and the public.

❖ ~~F.~~ E. — Ability to pay close attention to detail.

6. Physical Ability Requirements

❖ ~~A.~~ A. — Ability to attend work on a regular basis.

❖ ~~B.~~ B. — Ability to occasionally lift and carry items such as plans, books and boxes weighing up to 40 pounds.

~~C.~~ C. — Ability to occasionally stand at permit counter. ~~no dexterity line~~

❖ ~~D.~~ Dexterity to operate computer and other office equipment.

❖ ~~E.~~ D. — Ability to hear and speak to exchange information.

❖ ~~F.~~ E. — Visual acuity to inspect documents for accuracy.

* ~~Essential functions of the position~~

❖ ~~Job requirements necessary the first day of employment~~

HR: JAMC	Union: Supervisory <u>CD</u> <u>SA</u>	EEOC: Technicians	CSB: 20110111 <u> </u>	Class No: 1370 <u> </u>
WC: 8810	Pay: **1080- 1085 <u> </u>	EEOF: Housing	CC: 20110314 <u> </u>	Resolution: 11- 0134R <u> </u>