

## **CONSTRUCTION SERVICES MANAGER**

### SUMMARY/PURPOSE

This position manages and leads the administration and 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 Construction Services in accordance with 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 processes enforcing the building code, ordinances, and other regulations.
3. If designated, assume the duties and responsibilities of the municipal Building Official for the City of Duluth as those duties and responsibilities are defined by Minnesota rules and statutes.
4. Conduct long- and short-range studies to analyze the adequacy of code enforcement and quality and effectiveness of present services.
5. Communicate and collaborate with the community, contractors, other department staff, managers and directors, and elected officials on proposed development projects, customer service, shared processes, and objectives.
6. Direct, coordinate, and analyze the development of ordinances and resolutions for City Council consideration and present specifics at Council meetings.
7. Review, analyze, and interpret the building codes and related regulations as applied to development proposals.
8. Direct the effective use of software, devices, web based applications, social media, and other technology as operational tools and provide information and permitting services to internal and external customers.
9. Manage, lead, and supervise Construction Services Division staff.
10. Manage employee performance, and provide training, coaching, and mentoring for employees.
11. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
12. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
13. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
14. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
15. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
16. Serve as primary liaison between City divisions involved in providing permitting and review services for construction and development.
17. Prepare, control, and monitor the division budget, expenditures, and administration of funds.
18. Other related duties may be assigned.

### 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. Five (5) years of experience in building code administration and a Bachelor's degree in a field related to building construction, design, management, public administration, organizational leadership; OR

- B. A combination of education and/or experience equaling seven (7) years, which demonstrates a proficiency in required knowledge, skills, and abilities. Examples of acceptable education might include architectural drafting, building inspection technology, construction management, building trades, civil engineering technology, management, or leadership. Acceptable experience might include administration of the building code as a field inspector or plans examiner, or work in the field of construction design or engineering.
  - C. Experience leading projects and/or teams.
2. License Requirements
- A. Certification as a Plans Examiner by a nationally recognized code agency within twelve (12) months of hire.
  - B. Possess and maintain certification as a Minnesota Building official.
3. Knowledge Requirements
- A. Knowledge of effective leadership and personnel practices.
  - B. Extensive knowledge of applicable building codes, ordinances, statutes, and City policies.
  - C. Knowledge of the principles of building construction and site development.
  - D. Knowledge of applicable computerized software programs, office equipment, and modern communication methods.
  - E. Knowledge of the principles of technical writing.
  - F. Knowledge of current technology and trends in the profession.
  - G. Knowledge of effective management and supervisory practices.
  - H. Knowledge of research and data analysis methods and techniques.
  - I. Knowledge of MPCA erosion and storm water control.
4. Skill Requirements
- A. Skill in performing detailed analysis and examination of complex construction plans and specifications for compliance with applicable codes, ordinances, and other regulations.
  - B. Skill in researching and interpreting laws, rules and regulations, legal documents, legal descriptions, maps, building plans, and civil drawings.
  - C. Skill in assisting customers in solving problems related to codes, ordinances, and regulations related to construction and development.
  - D. Skill in applying sound business judgment in decision-making.
  - E. Skill in providing superior customer service.
  - F. Skill in maintaining compliance with applicable regulations and policies.
  - G. Skill in communicating effectively, both verbally and in writing.
  - H. Skill in the operation of automated office equipment, scanners, personal computers, and software applications including email, internet use, word processing, and spreadsheets.
  - I. Exhibits leadership qualities of adaptability, dependability, and accountability.
5. Ability Requirements
- 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. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - C. Ability to maintain confidential information.
  - D. Ability to use good judgment in decision making.
  - E. Ability to supervise assigned staff.
  - F. Ability to set priorities, organize work and meet deadlines under pressures of time constraints and conflicting demands.
  - G. Ability to operate architectural and engineering scales and perform accurate mathematical calculations.

- H. Ability to establish and maintain effective working relationships with City employees, outside agency representatives, and the public.
  - I. Ability to pay close attention to detail.
6. Physical Ability Requirements
- A. Ability to attend work on a regular basis.
  - B. Ability to occasionally lift and carry items such as plans, books, and boxes weighing up to 40 pounds.
  - C. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
  - D. Ability to occasionally stand at permit counter line.
  - E. Dexterity to operate computer and other office equipment.
  - F. Ability to hear and speak to exchange information.
  - G. Visual acuity to inspect documents for accuracy.

HR: HD	Union: Supervisory	EEOC: Professionals	CSB:	Class No: 1370
WC: 8810	Pay: 1100-1115	EEOF: Housing	CC:	Resolution:
Title change from Permit Process Supervisor 03/14/2016				