



THE CITY OF MCMINNVILLE, OREGON
INVITES BUILDING CODE LEADERS TO
APPLY FOR THE POSITION OF

BUILDING OFFICIAL



AN OUTSTANDING EMPLOYMENT OPPORTUNITY IN ONE
OF THE PACIFIC NORTHWEST'S PREMIER COMMUNITIES



Building Official

Consider this Opportunity

Salary: \$6,224—\$7,948 / Monthly

(Effective July 1, 2017)

The Position of Building Official

The City of McMinnville is seeking a talented and experienced leader to fill the position of Building Official within the Planning and Building Department. The person in this position will organize, direct and coordinate the activities of the Building Division. The Building Official administers the City's building code program, and supervises division personnel involved in building permit and plan review processes, building inspection activities, and code enforcement duties.

Become Part of the City's Development Team

Effective July 1, 2017, the Building Division will become part of the newly restructured Planning and Building Department. The Building Division issues building permits for residential, commercial, and industrial construction; coordinates plan reviews; conducts new construction and remodel building inspections; and performs building code enforcement. Additionally, the Building Division takes the lead regarding pre-application meetings with developers and builders. The Building Division reviews plans, and makes inspections to ensure compliance with building codes.

Located in the City's Community Development Center, McMinnville's Building Division has an excellent reputation within the community, and Division staff strive to respond in a prompt and friendly manner to the community's building needs while ensuring that structures are built or remodeled to comply with the intent of the law. This is a unique opportunity for a talented leader to develop and expand the Building Division, and the City's building code program, as the community continues to grow. The Building Official will play a key role in helping shape a growing community, and will be instrumental in enhancing a full-service building codes program that meets the high standards set by City leaders and community members.

City Government

McMinnville has a Council/Manager form of city government and provides a broad range of public services including public safety, public works, library, parks and recreation, and planning. The City of McMinnville has a statewide reputation for stable, effective governance, and quality management. City services are delivered by 160 full-time employees, 135 part-time employees, and many volunteers. It is the City's mission to maintain a safe, livable environment within the community; and this is achieved by providing both open governance and efficient delivery of public services.

The Advantages of Working for the City of McMinnville and Living in the McMinnville Community

The City of McMinnville has a great deal to offer the new Building Official, including an organization with highly motivated and dedicated professional staff; a community that values and provides an excellent quality of life for its residents, including recreational, cultural, and educational opportunities; the challenge of working in an organization that is addressing the future through citizen involvement and long-range planning; and a community where citizens participate in City government.



McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. David and Jean Vokac, in their recently published book, "The Great Towns of Oregon," rated McMinnville as the No. 2 city in the state for its high livability. They cited McMinnville's scenic beauty, historic tree-lined downtown district, the Evergreen Aviation Museum, excellent parks, and the City's cultural viability as major factors in their decision. They described McMinnville as "genteel sophistication with deep Eastern roots." McMinnville's population is 34,000 with an annual growth rate over the past ten years of approximately 3 percent.

A recent citizen survey rated the City's livability at 8.1, with 74 percent of respondents rating livability at 8 or higher. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.

Essential Job Functions

The person in the position of Building Official will:

- ✕ Direct, supervise, and evaluate inspectors and office staff. Conduct various supervisory tasks, including training, assigning and reviewing work, and effectively recommend disciplinary actions;
- ✕ Evaluate, develop, and implement programs, policies, and procedures to improve the effectiveness and efficiency of Division responsibilities. Ensure proper documentation of Division activities. Prepare resolutions, ordinances, and reports related to Division activities for information/action by others. Develop Division budget and monitor expenditures for compliance to approved budget;
- ✕ Review building plans and specifications and related structural construction or alteration including review of engineering/architectural calculations and/or generation of such calculations for compliance with codes. Recommend changes to meet code standards and approve plans. Oversee the issuance of permits and monitor interdepartmental permit processing;
- ✕ Enforce appropriate state codes and safety laws and city ordinances and regulations; approve or disapprove work, issue violation notices; and prepare correction notices;
- ✕ Work with builders, architects, developers, and property owners to ensure construction, remodeling, or repair is in compliance with approved plans and building codes. Make appropriate recommendations for changes. Conduct final inspection as necessary;
- ✕ Make final interpretations on State Building Codes and City ordinances. Provide code information to developers, engineers, contractors, homeowners, etc., and respond to citizen inquiries and complaints;
- ✕ Conduct field inspections and evaluate structures under construction, remodeling installations, or repair for compliance to building codes, which may include structural, plumbing, mechanical, and manufactured home installations; and
- ✕ Inspect new sidewalks, curb cuts, and driveway construction.

Experience & Education

A typical way of obtaining the knowledge, skills, and abilities necessary to successfully fill the position of Building Official is education equivalent to high school plus broad specialized training equal to two years college in Building Technology and five years related experience including at least two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties..

In addition, the following certifications and license are required: valid State of Oregon driver's license. Oregon "A" level Structural Inspector or ICC Commercial Inspector Certification, Oregon "A" Plans Examiner Certification or ICC Commercial Plans examiner Certification , Oregon Fire Life Safety Certification, Oregon "A" level Mechanical Inspector Certification or ICC Commercial Mechanical Inspector Certification, Oregon One and Two Family Inspector Certification or ICC Residential Inspector Certification, Oregon One and Two Family Plans Examiner Certification or ICC Residential Plans Examiner Certification, Oregon One and Two Family Plumbing Inspector with Specialized Plumbing Inspector Certification, Oregon Building Official Certification, Oregon OIC Certification..

Desirable experience, training, and certifications: Possession of "A" Oregon Plumbing Inspector Certification, Oregon Parks and Camp Inspector, and previous experience as a Building Official.



Compensation

Effective July 1, 2017, the salary range for the Building Official will be \$6,224—\$7,948 / monthly (\$74,688 - \$95,376 / annually). Within the range determined, an appointment will be made based on qualifications. The City's current benefit package includes:

- Medical, dental, and vision insurance in which the City and employee share in increases to premiums over the base cost established in 1991-92;
- City-paid life insurance;
- City-paid long-term disability insurance;
- Sick leave earned at the rate of 8 hours per month;
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates after 3, 7, 13, and 20 years. Prior municipal service may be considered by the City Manager, who has the authority to grant one-half of the prior years' service credit toward vacation for a particular City position;
- Ten paid holidays and two floating holidays annually;
- City-paid participation in the Public Employees Retirement System;
- Professional membership costs and attendance at job-related conferences as budgeted; and
- Options to participate in the credit union, deferred compensation plan, and other employee-paid insurances.

To Apply for the Position of Building Official

Those interested in applying for the position should submit the City of McMinnville's employment application (can be obtained online at www.mcminnvilleoregon.gov), a cover letter, a current resume that highlights relevant experience and education related to the position, and a written response to the following supplemental application question (complete written response should not exceed two pages).

SUPPLEMENTAL APPLICATION QUESTION

Please describe your opinion of the "mission" or role of the Building Division within the City organization and the community, and discuss how your experience and training have prepared you to effectively implement that mission.

Application materials (completed application, cover letter, resume, and written response) must be received no later than **5:00 pm on Friday, June 9, 2017**. Application materials should be submitted (via regular mail, email, or facsimile) to:

Erica Thomas, Administrative Specialist
230 NE Second Street
McMinnville, OR 97128
Email: Erica.Thomas@mcminnvilleoregon.gov
Fax: (503) 472-4104

Selection process: Resumes will be screened and responses to supplemental questions evaluated during the week of June 12, 2017. Interviews are tentatively planned for the week of June 26, 2017, and the tentative start date is August 1, 2017.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact City Administration at (503) 434-7405.

Please note that this announcement is intended as a general description of the position and hiring process for Building Official. This is not an implied contract and may be modified without notice.

