



## City of Livingston – Vacancy Announcement

### **Building Director**

#### **Building Director Vacancy Announcement**

Planned Start Date: July 1, 2021

The City of Livingston is seeking a Building Department Director (Director of Building) to start in the new fiscal year or shortly before 7/1/2021. This is an exciting position with a growing community dedicated to maintaining our local feel but still welcoming progress and sharing our abundance with newcomers. This position will review plan designs, complete field inspections, supervise staff of inspectors and work collaboratively with other Department heads, members of the community – including contractors and vendors and maintain all required records of Building Department activities.

**Qualifications:** The well qualified applicant will have current and relevant experience in one of the building trades, a degree in Construction Management, Structural Engineering, Architecture or similar discipline. Current IBC Commercial Inspector certification is required for consideration. Prior staff supervision experience preferred.

**Benefits and Compensation:** In addition to robust benefits including 15 vacation days, 12 sick days, 7 administrative leave days and holidays, the City of Livingston offers premier health insurance benefits and is part of the Montana Public Employees Retirement System. Salary range is between \$50,000 - \$58,000 annually.

**To Apply:** Please submit a detailed resume and cover letter electronically to Lisa L. Lowy, Director of Human Resources at [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org). Resumes may also be mailed to:

Lisa Lowy, HR Director  
City of Livingston  
229 River Drive  
Livingston, MT 59047

*Email submissions are preferred.*

**First Review of Applicant will be on March 12, 2021.**



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#### **CITY OF LIVINGSTON POSITION DESCRIPTION**

**February 2021**

**POSITION:** Building Director  
**DEPARTMENT:** Building  
**ACCOUNTABLE TO:** City Manager  
**JOB CLASS:** FSLA Exempt

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#### **SUMMARY OF WORK:**

The primary duty of the Building Director is to oversee the building department operations and staff. This position will be actively involved in both plan review and field inspections as the department's workload dictates. The Building Director makes recommendations as to the hiring, firing, and promotion of personnel in the Building Department. The Building Director supervises the work of employees and maintains records for supervision of employees and enforcement of codes. The Building Director adopts procedures and protocols for inspection and safety in accordance with the law and City Policy. The Building Director assists the City Attorney in matters concerning violations of codes and provides assistance in adopting and amending codes.

#### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs complex, technical and administrative duties relating to the processing of building permit applications. This position also routinely coordinates with other departments on development related issues and directs applicants to the proper department for planning, public works and other information. Position requires limited travel to inspect sites and completing inspections in all weather conditions year round. May deal with stressful confrontations. Maintains confidentiality of sensitive information.

**Personal Contacts:** Frequent contact with the public, land developers, engineers, surveyors, contractors and other City departments.

**Supervision Received:** Under administrative direction of the City Manager. This position will require initiative and self-motivation.

**Supervision Exercised:** The Director will supervise inspection and plan review staff as assigned.

**Essential Functions:** Position requires the ability to communicate orally and in writing; read written material, construction plans and specification; read and interpret both building code and



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City ordinances and regulations; understand and apply complex rules and regulations; visually inspect construction work; calculate; operate a computer; and prepare reports.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Receives and processes applications for building permits. Reviews, in conjunction with Public Works and Planning, site plans for new construction to ensure compliance with city regulations.
- Performs plan review for both residential and commercial construction projects.
- Conducts field inspection for all manner of construction projects.
- Receives and responds to inquiries and complaints from the general public, as assigned.
- Performs other related duties as required.
- Participates in interdisciplinary Committees such as Design Standards etc.

#### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a thorough knowledge of the both the International Building Code and the International Residential Code as well as the Montana amendments to those codes. A working knowledge of government functions and operations is also required.

**Skills:** This position requires skills in plan review and code interpretation; skills in on-site inspection of construction; skills in organization and record keeping.

**Abilities:** This position requires the ability to: interpret and explain construction codes and city regulation; pay attention to detail and accuracy; work well with all persons concerned with the construction process; meet deadlines; maintain confidentiality; communicate effectively orally and in writing; provide verbal and written instructions; establish effective working relationships with fellow employees, City Administration and the public.

#### **EDUCATION AND EXPERIENCE:**

The below knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A Bachelor's degree in Structural Engineering, Architecture, Construction Management or other similar discipline.
- At least three months of professional, construction or inspection related experience (Internship is acceptable).
- One or more years' governmental experience in building inspection or plan review preferred.
- Must possess (at a minimum) IBC Commercial Inspector certification.



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#### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Establishes and maintains effective working relationships with fellow employees, Administrators and the public.
- Capably reviews construction plans.
- Capably conducts field inspection.
- Capably assists the public and construction professionals in compliance with laws.
- Maintains confidentiality of sensitive information.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.