

Position Title: Building Department Coordinator

Position Summary: The Building Coordinator serves as the Building Department's permit, inspections, and code compliance coordinator. This position provides technical and administrative support to the Building Department related to the administration and enforcement of the International Building Codes, City of Ladue Codes including Zoning, and the issuance of permits. Provide general information and assistance to the public regarding building, zoning, and property maintenance code requirements, and project review and approval process.

Supervisory Responsibility: The Building Department Coordinator does not supervise other employees.

Department Personnel Summary: The Building Department Coordinator works closely with the Building Inspector, Code Compliance Inspector, and Building Official. The Building Department Coordinator works with consultants including the City Planning Consultant and City Landscape Consultant as well as volunteers including the Architectural Review Board.

Reports To: Building Official (direct supervisor) and Director of Public Works (department head)

Duties and responsibilities include, but are not limited to:

Receive, process, calculate, and issue construction permits including building, plumbing, mechanical, fencing, demolition, and land disturbance permits.

Serve as the Building Department receptionist

- Greet visitors and serve the public at the Building Department counter
- answer telephone calls

Explain ordinances and procedures to owners, contractors, developers, and the general public.

Schedule building inspection requests and code compliance requests; verify that the sequence of inspections will maximize the efficiency of inspectors.

Manage permit escrows including receipt of payment, data base for tracking, and escrow forfeiture.

Compose letters regarding departmental matters such as code violations and permit expirations

Log, process, and record complaints about housing and code violations.

Administrative support to Zoning Board of Adjustment (ZBA); helps Building Official with preparation of documents for ZBA including public notices, agendas, docket sheets, etc. Compile materials for ZBA meetings and prepare packets for distribution.

Administrative support to Architectural Review Board (ARB); coordinates and communicates with ARB members.

Prepares monthly permit reports and prepares other reports relating to code enforcement and permitting.

Attends monthly Zoning and Planning meetings for the purpose of taking meeting minutes.

Develop and maintains effective communication and strong connections with Ladue residents and elected officials, business owners, Building Division staff, and the community at large.

Assist the Building Official & Public Works Director as needed and directed on other duties or special projects.

Required Education, Training and Experience

High school education or equivalent

Minimum of 3 years with general office experience, construction experience, or customer service experience

Experience with Microsoft Office including data entry, spread sheets, word processing

Ability to establish effective working relationships with developers, property owners, contractors, engineers, architects, city employees, and the general public and enjoys interacting with people.

Ability to communicate effectively in oral and written form.

Desirable Knowledge and Skills:

Extensive experience working with the public in a service oriented capacity.

General ability to read construction plans and general understanding of design and construction processes

Higher level courses, seminars, or training desirable in construction, business, building codes, or real estate.

Physical Demands:

Hearing, seeing, speaking, walking, standing, bending, stooping, kneeling, reaching above shoulder level, crouching and/or crawling.

Mental Demands:

Having contact with customers: residents, business owners, contractors, developers, engineers, architects, realtors regarding permits, zoning, code compliance, and other aspects of the Building Division.

Pay Range:

Starting salary: \$39,000 - \$48,500 with Full salary range: \$39,000 - \$58,000

To apply:

For additional information, please see the City of Ladue's website at www.cityofladue-mo.gov

Please submit resume and cover letter by January 14, 2016 to: Will Penney, City of Ladue, 9345 Clayton Road, Ladue, MO 63124 or e-mail to wpenney@cityofladue-mo.gov

AA/EEO Employer