

**CITY OF PIPESTONE  
BUILDING/ZONING ADMINISTRATOR**

The City of Pipestone, Minnesota (Pop. 4,215) is accepting applications for the position of Building & Zoning Administrator. Responsibilities include ensuring compliance of public and private property with city building, zoning, plumbing, nuisance, and planning codes and regulations; assists with enforcement of the City's nuisance ordinances; administers City Property Maintenance Ordinance; investigates nuisance and hazardous building complaints; and performs related duties as required. Salary commensurate based upon qualifications and experience. Excellent benefits available. Applications and a complete job description are available on the City's website at [www.progressivepipestone.com](http://www.progressivepipestone.com) or at the City Office, 119 Second Avenue SW, Pipestone MN 56164. Telephone: 507-825-3324. Fax: 507-825-5353. Applications should be submitted no later than 5:00 p.m. on Friday, November 11, 2022.

Building and Zoning Official  
City of Pipestone

Job Title: Building and Zoning Official  
Department: Administration  
Supervisor: City Administrator  
Hours Worked: Full-Time  
Effective Date: October 11, 2022  
Salary: Dependent Upon Qualifications

**DESCRIPTION OF WORK:**

General Statement of Duties: Assists with ensuring compliance of public and private property with city building, zoning, plumbing, nuisance, and planning codes and regulations; performs related duties as required.

Supervision Received: Works under the direction of the City Administrator.

Supervision Exercised: None.

**TYPICAL DUTIES PERFORMED:**

The listed examples may not include all duties performed by all positions in this class:

- Assists with building and zoning permit applications and ensures that they are accurate, complete, and in compliance with City codes and requirements; analyzes variances, conditional use and zoning requests and prepares reports with recommendations.
- Reviews detailed and complex building plans and specifications for compliance with city and state codes and regulations.
- Maintains appropriate files of building plans and specifications, permits issued and fees charged.
- Schedules and performs inspections on all classifications of buildings and structures during construction, and upon completion, for conformity with approved plans and adopted building codes.
- Maintains records and prepares reports of inspection results and code enforcement activities.
- Issues verbal and/or written orders for correction of faulty, improper, and illegal construction.
- Responds to written, telephone, and face-to-face inquiries concerning permits, building standards, code requirements, zoning requirements and related procedures.

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- Assists with staff support to the Planning Commission and Board of Appeals and Adjustments including the preparation of agenda, minutes, and reports on pertinent matters before the Commission and Board.
- Assists with researching, analyzing and preparing reports detailing formal findings of fact and supporting documentation as required or necessary.
- Assists with enforcement of the City's nuisance ordinances, including the documentation of potential violations.
- Administers City Property Maintenance Ordinance, responds to complaints, inspects for violations, issues tags and warnings, and recommends abatement and demolitions.
- Investigates nuisance and hazardous building complaints; recommends appropriate action to resolve complaints.
- Administers zoning and subdivision provisions of City Code.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable ability to communicate effectively and tactfully both orally and in writing with the public and to enforce codes and ordinances in a fair, courteous and reasonable manner.
- Considerable ability to be a "self-starter" and work independently in a planned and organized fashion.
- Considerable ability to be a "team-player" and work with other departments as needed.
- Working knowledge of complex state and municipal laws, codes, rules, and regulations including building, zoning, planning and nuisance codes and ordinances.
- Working knowledge of the types and uses of tools, supplies and equipment used in general maintenance, repair and construction in building and grounds operations.
- Working knowledge of heating, cooling and ventilation systems for basic maintenance and operation.
- Working knowledge of the occupational hazards involved and the safety precautions of the work.
- Considerable ability to stand, walk or sit, sometimes for long periods of time.
- Considerable ability to bend, crouch, stoop, stretch, or crawl, sometimes under adverse weather conditions.
- Considerable ability to use a personal computer with word processing and database management software.
- Considerable ability to use both large and fine motor skills to manipulate objects requiring manual dexterity, and to be able to lift equipment supplies weighing up to 50 pounds and occasionally up to 100 pounds.
- Considerable ability to operate a telephone and radio for work calls.
- Working ability to understand and follow written and oral instructions.

## **QUALIFICATIONS:**

### Minimum Qualifications:

- High School Diploma or equivalent.
- Ability to obtain Certified Building Official license in the State of Minnesota for code enforcement and building inspection within 6 months of hire.
- Must have three years of experience in construction work or related field or two year degree or certificate.
- Must have the ability to obtain required licenses or certifications to safely operate vehicles.

### Desirable Qualifications

- Two year certificate or Associates Degree in Building Inspection Technology, Building Construction, or Building Construction-Oriented Architecture or Engineering or related field.

(These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Pipestone reserves the right to change and/or eliminate any and all job duties if needed).



Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employment firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Your title \_\_\_\_\_ Type of position \_\_\_\_\_  
Principal responsibilities (be complete) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours per week \_\_\_\_\_ Last salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Relevant current professional memberships, registrations, or licenses, include date when first issued.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job-relevant volunteer and unpaid work experience

Kind of volunteer activity	Major responsibilities	Hours per month
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any additional experience or training that qualifies you for this job. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clerical applicants only. Typing speed \_\_\_\_\_ WPM      Word proceeding/computer experience (list software and hardware) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with the Immigration Reform and Control Act of 1986, the City of Pipestone hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentations will result in dismissal.

Minnesota Statute Section 518.611 Subdivision 8, requires employers to obtain information from all new employees regarding court-support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty?    No \_\_\_\_\_    Yes \_\_\_\_\_

Describe your duties and any special training \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

Give the name of four people other than relatives who can be contacted regarding you qualifications, work habits, and character.

Name	Present Address	Telephone	Position and relation to your work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We welcome you as an applicant for employment with the City of Pipestone. It is the City's policy to provide equal opportunity in employment. The City of Pipestone will not discriminate on the basis of race, age, religion, national origin, martial status, disability, sex, sexual orientation, status with regard to public assistance, or any other basis protected by law.

**THE CITY OF PIPESTONE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The City of Pipestone has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S. § 43A.39.

In connection with this application for employment, I authorize the City of Pipestone and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Pipestone and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information, from any person.

Yes \_\_\_\_\_ Yes, but not present employer until job is offered \_\_\_\_\_ No (we may be unable to hire you without this information) \_\_\_\_\_

Maiden or previous Name \_\_\_\_\_ You are not legally obligated to provide it, however, failure to provide information may result in the inability to conduct previous educational or employment history checks.

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date. I hereby acknowledge that I have read and I understand the information below.

Date \_\_\_\_\_ Signature (do not print) \_\_\_\_\_

#### IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

The information contained in this application is considered private data under the Minnesota Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information so we may accurately and completely assess your qualifications. Your application will be evaluated in comparison to the requirements of the position for which you are applying. As an applicant for employment, your name is considered a finalist if and when you are selected for a final interview. If the City of Pipestone hires you, some of the information contained on this application form (such as previous employment experience and educational background) will become public data.

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City of Pipestone, the data will be available to the Department of Finance, the International Revenue Service, the Social Security Administration and the Public Employment Retirement Association for payroll and tax purposes. If you disagree with the data we have about you, notify the City Administrator by letter.

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It	What May Happen If You Don't Provide It
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Maiden or Previous Name	To conduct previous educational or employment history checks	No	We may not be able to obtain important education or employment history for hiring requirements.
Date of Birth	The Fair Labor Standards Act and Minnesota law have restrictions about when minors can work and what they can and cannot do on the job.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Veteran Status	To award qualified veterans and spouses of deceased or disable veterans preference points.	No	Nothing.

**ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC, THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.**

## APPLICATION FOR VETERANS PREFERENCE POINTS

ELIGIBILITY: Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

INSTRUCTIONS: You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

If you do not include these documents with this application, be sure to include your name, and the name of position for which you are applying, when you do submit the documents.

All documentation must be received no later than seven (7) calendar days after the application deadline for the position for which you are applying.

### VETERAN'S PREFERENCE APPLICATION

Veteran: Self \_\_\_\_\_ Spouse \_\_\_\_\_ If spouse, veteran's name \_\_\_\_\_

Branch of service \_\_\_\_\_ Dates of active duty from \_\_\_\_\_ to \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Type of discharge \_\_\_\_\_

Are you receiving or eligible for a military pension? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a compensable service related disability? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of preference requested: \_\_\_\_\_ Veteran \_\_\_\_\_ Disable Veteran  
\_\_\_\_\_ Spouse of Veteran \_\_\_\_\_ Spouse of Disable Veteran

Supporting documentation: \_\_\_\_\_ is attached  
\_\_\_\_\_ will be submitted within 7 days of application deadline