



**SAINT PAUL**  
**MINNESOTA**



**DEPARTMENT OF  
SAFETY AND  
INSPECTIONS**  
Plan Review  
Supervisor



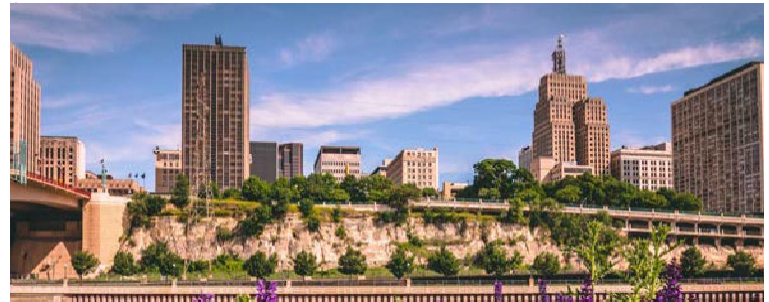


## **About this Position**

Performs supervisory and managerial work directing the plan review for citywide construction. Leads the examination of commercial, industrial and residential building plans and the interpretation of codes, laws, and regulations related to building construction. Acts as an expert and interprets the related regulations for designated construction types.

## **Major Duties Performed Most of the Time**

- Makes complex interpretations and recommends approval of equivalents to the Building Code and other related codes and regulations.
- Recommends personnel actions such as hiring, disciplining,
- Assigning, prioritizing, and reviewing work; training staff; conducting performance reviews.
- Monitors regulatory changes and incorporates updates as appropriate. Interprets, explains and enforces provisions of the building code, zoning requirements and other laws and regulations related to the construction of buildings.
- Performs highly complex site plan reviews for compliance with city, state, and federal codes and regulations.
- Inspects buildings to determine the legality of proposed, extensive architectural and structural changes.
- Addresses complex complaints, disputes, violations, or regulatory interpretation for department staff, designers, builders and the general public.
- Recommend and implement process improvements.
- Initiate and facilitate cross-divisional business improvement efforts to improve and support customer service and staff efficiency and effectiveness.



## **City of Saint Paul At-a-Glance**

As the seat of government for Minnesota, Saint Paul is the state's historical and cultural heart. Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Saint Paul is a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises and countless small businesses and professional firms.

- Estimated population size is 344,000 as of 2020.
- Saint Paul is governed with a strong mayor-council form of government.
- Melvin Carter is the 46th, and first African-American mayor of the City of Saint Paul and was reelected for a second term in 2021.
- More than 80 languages are spoken in Saint Paul public schools.
- Saint Paul's population is 48.8% White non-Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino.

## **About the Department of Safety and Inspections (DSI)**

The Department of Safety and Inspections (DSI) is a multi-disciplinary regulatory organization that works to promote safety and wellness where we live and work, prevent life and property loss, support neighborhood vitality, and promote equitable, innovative, and sustainable solutions that work for all.

## Minimum Qualifications

Bachelor's Degree in Construction Management or equivalent, a State certification as a Building Official, and four years of progressively responsible experience reviewing commercial, industrial, and residential building plan and construction documents for code compliance and supervisory experience. OR

An Associate's Degree in Building Inspection technology or equivalent and six years of progressively responsible experience reviewing commercial, industrial, and residential building plans and construction documents for code compliance, a minimum of four years which must be at Plan Review Examiner II or equivalent. Supervisory experience and current State certification as a Building Official. AND

Must maintain State certification as a certified Building Official for continued employment in this position.

## Compensation

The City of Saint Paul offers a generous compensation and benefits package. The salary range for this position is **\$97,884.80 – 125,840.00** annually. Starting salary is dependent upon experience and qualifications.

## City Paid Benefits

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Subsidized Metro Bus Pass
- Deferred Compensation
- Retirement Program

## Optional Benefits

- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

## The Process

Submit your resume and three references to [www.stpaul.gov/jobs](http://www.stpaul.gov/jobs).

Additional information about the City of Saint Paul can be found at [www.stpaul.gov](http://www.stpaul.gov).

