



**CITY OF WEST FARGO**  
**invites applications for the position of:**

## **Deputy Inspections Administrator/Plan Reviewer**

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**SALARY:** \$54,558.00 - \$84,649.00 Annually

**DEPARTMENT:** Planning and Zoning

**DIVISION:** Inspections

**OPENING  
DATE:** 11/21/22

**CLOSING  
DATE:** 12/30/22 11:59 PM

**DESCRIPTION:**

The City of West Fargo is seeking a Deputy Inspections Administrator. A Plan Reviewer position will be considered for candidates with lesser qualifications and ability to train into the Deputy Inspections Administrator role.

Candidates with at least three years of experience in reading blueprints for City Building Code compliance, or related experience are encouraged to apply!

**EXAMPLES OF DUTIES:**

Under limited supervision, the Deputy Inspections Administrator assists in the leadership of the seven-person inspections department, including building inspections, plan review, permitting, and zoning. The Deputy Inspections Administrator also coordinates assigned activities with other departments and outside agencies.

- Assists in the development and implementation of operating procedures and guidelines within the department in order to accomplish departmental goals and objectives and provides leadership to daily operations.
- Follows set guidelines regarding how inspectors will inspect properties for compliance.
- Issues building permits and certificates of occupancy; reviews and recommends fees for permits.
- Serves as the final arbitrator to settle field disputes between contractors and inspectors regarding code-related items and determines the best way to correct the problem, in the absence of the Inspections Administrator.
- Meets with owners, contractors and consultants in the pre-design stage to discuss design concepts and the application of code, particularly when designs are unique enough that interpretation of code is required.
- Meets with property owners, neighborhood associations, and other departments to address property that is not in compliance with property maintenance codes; assists the Inspections Administrator in addressing dangerous buildings.

- Assists in Plan Review and Inspections as needed. Provides oversight to Plan Reviewer and Inspectors as needed in support of Inspections Administrator.
- Assists the Inspections Administrator in the implementation and improvement of City-wide plan review and permitting processes, including the use and integration of permit management software systems.
- Maintains relationships with community organizations, contractors, developers and citizens to exchange information; serves as a resource regarding Department programs, policies and procedures.
- Responds to building code violations, citizen complaints, issues, and concerns; determines resolutions to meet City goals and policies; maintains positive community relations and outcomes for the City and the Department.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

## **TYPICAL QUALIFICATIONS:**

- Associates degree in construction engineering, architecture, public administration, or a related field.
- Seven or more years of related experience.
- Equivalent education and/or experience is acceptable.
- Certification in plan review or inspection certification or ability to obtain certification within one year.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Valid drivers license.

## **SUPPLEMENTAL INFORMATION:**

### **PREFERRED QUALIFICATIONS**

- Bachelors degree in architecture, engineering, construction management or a related field.
- Previous supervisory experience.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.westfargond.gov>

800 4th Ave E  
West Fargo, ND 58078  
(701) 515-5360

[Jenna.wilm@westfargond.gov](mailto:Jenna.wilm@westfargond.gov)

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Position #00114  
DEPUTY INSPECTIONS ADMINISTRATOR/PLAN  
REVIEWER  
JW