



Town of Stevensville Montana

An invitation to apply for the position of

Building Official Wage D.O.E

Plus Excellent Benefits

Employment Start Date Dependent upon
successful applicant availability.

Stevensville, Montana

Committed to Community, Dedicated to Progress

Nestled in the Bitterroot Valley between the Sapphire & Bitterroot Mountains, Stevensville, Montana, is a thriving and growing community with a small-town charm. Stevensville's affordable housing, growing downtown, and high achieving K-12 public schools, make it a choice destination for families and working professionals alike. Those who crave the outdoors will appreciate Stevensville's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Stevensville is centered between Missoula, Montana's 2nd Largest City offering a diverse culture and recreational opportunities for everyone, and Hamilton the Ravalli County Seat all within a short drive. Stevensville is a fantastic place to put down roots.

Nature of Work:

The Building Official is a part-time position working under the general supervision of the Mayor. The position oversees code adoptions; provides code interpretation as needed; establishes and periodically reviews permit fees and prepares Building Department annual budget.

General Functions:

- Assists the public, contractors and other town departments as it relates to codes and information.
- Prepares annual reports to the State Building Division and Dept. of Revenue as well as monthly reports to the Town Council.
- Performs plan review.
- Performs required inspections.

- Computes plan review fees, permit fees and issues building permits.
- Keeps abreast of the latest code requirements and methods of construction.
- Receives permit applications and construction documents for review.
- Issues correction notices.
- Investigates work that may be done without required permits.
- Issues "Stop Work" order if necessary.
- responsible for reviewing applications for building and land use permits for conformity to the Development Code and for interpretations and enforcement of its provisions.

Requirements of Work:

- Skill in enforcing all codes equitably and fair.
- Able to effectively communicate with the public, contractors, town officials, town employees.
- Ability to professionally communicate orally and in writing.
- Maintain permit, plan and record files in an organized and professional manner.
- Have a working knowledge of resources available related to the duties of the position.

Working Conditions and Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear, and lift up to 25 lbs. Exposure to cold, heat, noise, outdoors, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Minimum Qualifications:

- Possess and maintain current certification by ICC as a Combination Residential inspector and Combination Commercial Inspector, as well as by IAPMO as a Plumbing Inspector; Building Official certification highly desirable;
- Ability to read and comprehend construction documents and blueprints, plan review experience/certification is highly desirable;
- Considerable knowledge of building practices, materials, industry standards, adopted codes and related state requirements;
- Able to work through and effectively resolve conflicts that may arise; maintain a positive working relationship with customers as well as other town employees and representatives;
- High school diploma or equivalent; completion of apprenticeship in one or more of the building trades.

Behavioral Standards:

Respectful, courteous, and friendly to customers, other Town employees, and Town leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other Town employees. Gets along with co-workers and managers. Positively represents the Town, maintaining the trust Town residents have placed in each of us. Demonstrates honest and ethical behaviors.

Special Requirements:

Must possess a valid State of Montana driver's license and be able to satisfactorily pass a comprehensive background investigation.

To Apply:

To apply, please send a cover letter, resume and [Application](#) to The Human Resources Department, PO Box 30, Stevensville, MT 59870 or april@townofstevensville.com Fax: (406) 777-4284

Your cover letter, and application must be received for your application to be complete.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL JANUARY 31, 2019 AT 5:00pm.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The Town of Stevensville is proud to be an Equal Opportunity / Veteran's Preference Employer

Learn more about the Town of Stevensville at www.townofstevensville.com

