

City of St. Maries Job Opportunity: City Building Official/Inspector & Planner

Location: St. Maries, Idaho

Department: Building and Planning

Employment Type: Full-Time

Position Overview

The City of St. Maries is seeking a highly skilled and motivated individual to join our team as a **Building Official/Inspector and Planner**. This dual-role position is responsible for overseeing the implementation of the city's building codes and assisting with zoning regulations while providing critical planning services for the development and growth of the community. The ideal candidate will possess strong knowledge of building inspection, codes enforcement, planning principles, and will be committed to ensuring safe, sustainable, and effective development in St. Maries.

Key Responsibilities

Building Official/Inspector Duties:

- Conduct inspections of residential and commercial construction projects to ensure compliance with building codes, zoning laws, and safety standards.
- Review building plans and specifications for compliance with local, state, and federal regulations.
- Issue permits for construction, renovation, and occupancy of buildings.
- Investigate complaints and violations related to building construction, code enforcement, and property safety.
- Provide guidance to contractors, property owners, and developers on regulatory requirements.
- Prepare detailed reports on inspections, code violations, and corrective actions.
- Maintain records of permits, inspections, and violations.
- Other assigned duties aligned with Building Official/Inspector Duties.

Planner Duties:

- Assist in the review and process of land use applications, including zoning variances, conditional use permits, subdivision plans, etc.
- Collaborate with developers, architects, and other stakeholders on planning and development projects.
- Assist in the preparation and presentation of reports, maps, and recommendations for planning commissions and city councils.
- Assist in the development and implementation of the city's comprehensive plan, zoning ordinance, and other planning documents.
- Evaluate and recommend updates to zoning laws and regulations to promote smart growth and community development.
- Provide technical support on land use, environmental impact assessments, and sustainability initiatives.
- Other assigned duties aligned with Planner Duties.

Working Conditions

- Office environment with frequent visits to construction sites.
- Interaction with contractors, developers, city officials, and the public.
- Work may involve outdoor inspections, including varying weather conditions.
- Some evening or weekend work may be required for meetings or inspections.

Knowledge, Skills and Abilities

- Knowledge of building codes, zoning regulations, and planning policies at the local, state, and federal levels.
- Strong communication, problem-solving, and organizational skills.
- Ability to work independently and as part of a team, managing multiple tasks and deadlines.
- Proficiency with computers and relevant software, including Microsoft Office applications.
- Ability to read zoning and flood maps.

Qualifications

- High school diploma plus equivalent combination of experience, education, and training that provide the knowledge, skills and abilities necessary to perform the job.
- Must possess International Code Council (ICC) certification as a Residential and Commercial Inspector, and certification as a Residential and Commercial Plans Examiner.
- Minimum of 5 – 10 years of experience in building inspection, construction, or related field. Prior experience in government or municipal work is a plus.
- Valid Idaho driver's license.

Compensation and Benefits

- Competitive salary based on experience
- Health, dental, and vision insurance
- PERSI Retirement Plan
- 401(k) Plan
- Vacation
- Sick Leave
- Paid Holidays
- HRA Veba Employer Contribution

Application Process

To apply, please submit a job application form, resume, cover letter, and references to jkinzer@cityofstmaries.org by April 18, 2025. The City of St. Maries is an equal opportunity employer and encourages applications from all qualified individuals.

We look forward to hearing from you!