

Job Announcement
Building Commissioner & Zoning Administrator
City of Frontenac, Missouri

The City of Frontenac is seeking a dedicated building professional to be its next Building Commissioner. The current Building Commissioner is retiring after 11 years with the City of Frontenac.

The Building Commissioner oversees the daily operation of the building department. Along with one other full-time building inspector, personally perform plan reviews, building inspections, property maintenance inspections, enforcement of building codes, zoning codes, subdivision and sign regulations. Oversee flood damage prevention and other related ordinances.

Candidates must have graduated from a general or technical high school, have a minimum of five years of experience in the building code enforcement field and strong written and oral communication skills to consult with construction professionals, convey compliance concerns and recommendations and compose related reports. Candidates should have excellent interpersonal skills to develop positive intergovernmental and private sector relationships successfully.

The ideal candidate will have a minimum of five years of experience in both building code enforcement and zoning administration, a minimum of an associate degree in engineering or equivalent experience, and ICC certification as a building inspector, plans examiner and building official or certification must achieved within six months of the date of hire. Registration with the State of Missouri as a licensed professional engineer is also desirable.

The salary will be commensurate with qualifications and experience.

Please submit a resume, cover letter, references and salary history by **5:00 p.m., October 2, 2020**, Attention Shari Cooper (scooper@cityoffrontenac.org) 10555 Clayton Road, Frontenac, MO 63131. The position will remain open until filled.