

Jessica L Fust

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Education

M.A. IN PUBLIC ADMINISTRATION: MAY 2021
UNIVERSITY OF MONTANA

B.A. IN ARCHITECTURE: MAY 2005
UNIVERSITY OF MINNESOTA

Professional Experience

BUILDING OFFICIAL AND FACILITIES MANAGER: JAN 2020 – PRESENT*
CITY OF BILLINGS

- Manage the Building Division and lead a team of 16 building code professionals
- Implemented electronic plan review to better serve our customers and streamline our process
- Perform code analysis and interpretation
- Develop strategic plans to include the divisions' vision, mission, and goals
- Oversee proposals, bidding, contract negotiations, and administer contracts
- Present to City Council on Facilities and Building Division issues
- Negotiate and facilitate the purchase and sale of City property
- Manage multiple projects, including a new City Hall project with a budget over \$46 million
- Manage an annual operating budget of over \$4 million
- Prepare budget and formulate long-range plans for capital replacement and improvements
- Serve as the City's ADA Coordinator and Floodplain Administrator

* Stepped away from full-time management of the Facilities Division in January 2023 to dedicate more time to the Building Division while still managing special projects

DEPUTY BUILDING OFFICIAL/SENIOR PLANS EXAMINER: SEPT 2015 – JAN 2020
CITY OF BILLINGS

- Support and assist the Building Official in managing the Building Division
- Managed the permitting and plan review operations with five direct reports
- Serve as the Building Division liaison within the city and community
- Serving as acting Building Official when needed, so had the Senior Plans Examiner position reclassified to Deputy Building Official
- Review plans for building, mechanical, plumbing, electrical, energy, and accessibility code compliance
- Work with designers, contractors and owners on large or complicated projects in the jurisdiction

PROJECT MANAGER: JUN 2005 - SEPT 2015
CMA. MINNEAPOLIS, MN

- Managed \$20-40 Million of new construction projects each year for national clients
- Completed construction documents, submitted for permit, and communicated with the contractor and local jurisdiction during construction
- Reviewed inspection reports, change-orders and shop drawings
- Integrally involved with several prototype design projects, and was the lead on two flagship stores
- Performed construction project management for national retail companies
- Completed site visits, coordinated scheduling, contracts, bidding, and change orders
- Ensured projects were completed on time and on budget