

**Job Class: Construction Code Representative 2**

**Working Title: Senior Training and Certification Representative**

**Apply By:** 10/17/17

**Travel Required:** Yes up to 50%

**Salary Range:** \$29.00 - \$ 43.13 hourly, \$60,552 - \$ 90,055 annually

**To Apply:** Go to <https://mn.gov/mmb/careers> enter Job ID **16958**

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

This position provides lead work for the research and evaluation of state and national code provisions so as to prepare the necessary materials to be used in training others about the same as well as being responsible for properly administering the states certification program for building officials. The incumbent will provide direct assistance, interpretation and training concerning the proper application of the building code and related reference standards for division staff, municipal building officials, architects, engineers, construction industry personnel, and general public to ensure code compliance to safeguard the health and safety, and security of building occupants in the State.

**Job duties include:**

- Scheduling, balancing and guiding the work assignments of co-works, within established workflow assignments, while providing necessary training and professional development.
- Coordinating, preparing and presenting education and training opportunities for building officials, inspectors, design professionals, construction industry personnel, division staff and general public.
- Assisting to adopt a chapter of chapters of the Minnesota State Building code.
- Administering the state building official certification and continuing education programs.
- Approving building official and residential contractor continuing education programs.

**Minimum qualifications:**

- Must hold a current Certified Building Official certification by the State of Minnesota or be currently licensed as an architect or engineer by the State of Minnesota.
- Five (5) years' experience in municipal building code administration or enforcement;  
OR  
Four (4) years' experience in the design of buildings with emphasis on compliance with the Minnesota State Building Code or similar code based on national building codes and standards.

- A valid driver's license with ability to travel frequently statewide.
- Good public presentation skills and abilities to effectively lead committee meetings and present at building code seminars.
- Strong human relations skills, and communications skills with ability to establish and maintain effective working relationships with department staff, government industry, and the general public.
- Ability to establish and maintain effective working relationships with department staff, government industry, and the general public.
- Technical knowledge, extensive experience, professional analysis, creativity and conflict resolution skills sufficient to apply independent judgment to difficult issues involving the state building code and related construction policies.
- Strong organizational skill and abilities.

**How to Apply:**

Go to: <https://mn.gov/mmb/careers/> enter Job ID **16958**. If you are unable to apply online, please contact the job information line at 651/259-3637. For additional information about the application process, go to: <http://www.mn.gov/careers> .

**Contact:**

If you have questions about this position, please contact Maggie Strugala at [Maggie.Strugala@state.mn.us](mailto:Maggie.Strugala@state.mn.us) or 651/284/5119.

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The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.