



CITY OF MINNEAPOLIS
invites applications for the position of:

Inspector, Building Trades - Building

SALARY:	\$38.19 - \$38.19 Hourly \$79,435.20 - \$79,435.20 Annually
JOB TYPE:	Full-time
DEPARTMENT:	Community Planning & Economic Development
LOCATION:	198 Aldrich Avenue North, Minneapolis
VACANCIES:	1
CLOSING DATE:	10/13/17 11:59 PM
POSTING TYPE:	Open to the public

POSITION DESCRIPTION:

Under supervision, enforce the Minnesota State Building Codes and City Ordinances in new and existing structures by conducting field inspections (site visits) of new construction, alterations, repair or wrecking of buildings using applicable State codes, recognized standards and local ordinances. To ensure that minimum requirements are met to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency situations. There is currently one (1) full-time, non-exempt vacancy to be filled in the Department of Community Planning and Economic Development.

JOB DUTIES AND RESPONSIBILITIES:

- Enforce codes and ordinances by preparing proper documentation, issuing orders, citations, preparing administrative adjudication cases and appearing/testifying in hearings and/or court.
- Investigate unpermitted work, report hazardous structural conditions, fire damage and violations of building codes and ordinances. Investigate formal complaints, gather information and compose reports of findings to ensure a fair resolution of complaints.
- Keep up to date with changing codes and trade technology to prevent substandard or unapproved installations.
- Perform Certificate of Occupancy, Code Compliance and Business License inspections.
- Maintain clear and accurate inspection records and computer entry of daily records of inspections and investigations.
- Consult with architects, contractors and building owners regarding the interpretation and enforcement of codes and ordinances to assist with compliance.
- Complete educational requirements to maintain certifications.
- Read, review and interpret approved plans, specifications, schedules and special inspection reports to assure compliance with applicable codes and ordinances.
- Participate in the State and National level code development processes.
- Perform other duties as assigned.

Working Conditions

Primarily in the field with exposure to the elements and construction sites with dust, dirt, noise, etc.; maneuver around sites, climb ladders, etc.; drive City vehicle; occasional office work.

REQUIRED QUALIFICATIONS:

Required Education

Two (2) years post high school education, apprenticeship training or equivalent.

Required Experience

Five (5) years of full time verifiable experience in the building trade. This experience must have been obtained within the past ten (10) years. Previous experience as a Municipal Building Inspector is highly desirable.

Equivalency

An equivalent combination of education and highly related experience in a similar environment may be considered.

Licenses/Certificates

- Must currently have and maintain a Valid Minnesota Driver's License while employed in this position.
- Building Official - Limited. Must currently have & maintain a valid Minnesota Department of Labor and Industry-issued Building Official-Limited License.

NOTE: You must submit a copy of this current/valid license with your official City application. Without it, your application will not be considered further.

- Passing probation/continued employment are contingent upon obtaining/maintaining a license issued by the Minnesota Department of Labor and Industry as a Certified Building Official. The license will be based on State codes in effect and recognized by the State of Minnesota. As part of the internal career development program, the hiring division will assist the employee in obtaining & retaining license.
- The following are desired:
 - Certification as a Building Inspector by the International Code Council
 - Additional Model Code certifications

Desirable Qualifications -- Cultural competency

Ability to relate and work effectively with people from diverse cultural, economic and ethnic backgrounds.

Background Check

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

Drug/Alcohol Testing

All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

Selection Process

The selection process will consist of one or more of the following steps: a rating of relevant education and experience and/or an oral examination (100%). It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions. Only those candidates who attain a passing score (70%) on each step in the selection process will be placed on the eligible list. The City of Minneapolis Human Resources Department reserves the right to limit the number in any phase of the selection process.

Union Representation

This position is represented by a collective bargaining agreement between the City of Minneapolis and the [Minneapolis Building and Construction Trades Council \(CBI\)](#).

THE ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER IT HAS BEEN ESTABLISHED

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to render decisions firmly with good judgment and impartiality.
- Knowledge of residential and commercial building construction and of the Minnesota State Building Code, including the Energy Code, Accessibility, Manufactured Homes and related codes and statutes.
- Ability to demonstrate good negotiation, communication, customer service and problem solving skills.
- Ability to deal effectively with elected officials, other City employees, contractors and the public.
- Ability to work with minimal supervision.
- Ability to operate a City vehicle safely and in accordance with all traffic laws established by the State of Minnesota.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.minneapolismn.gov/jobs>

Position #2017-00543
INSPECTOR, BUILDING TRADES - BUILDING
DF

250 South 4th Street
Room #100
Minneapolis, MN 55415

Inspector, Building Trades - Building Supplemental Questionnaire

- * 1. Indicate how much experience you have working in code enforcement inspections.
- None
 - Less than 1 year
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - More than 5 years
- * 2. I am a Certified State of Minnesota Building Official.
- Yes No
- * 3. I currently hold a valid Minnesota Department of Labor and Industry-issued Building Official-Limited certificate.
- Yes No
- * 4. Indicate how much experience you have as a Municipal Building Inspector.
- None
 - Less than 1 year
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - More than 5 years
- * 5. Indicate how much experience you have in the Building trade.
- None
 - Less than one year
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - More than 5 years
- * 6. I have successfully completed the following amount of Trade School coursework in the Building trade.
- None
 - Less than 1 year
 - 1 year but less than 2 years
 - 2 years but less than 4 years
 - More than 4 years
- * 7. I have successfully completed the following amount of Apprenticeship Training in the Building trade.
- None
 - Less than 1 year
 - 1 year but less than 2 years
 - 2 years but less than 4 years
 - More than 4 years
- * 8. I have submitted the required copy of my Building Official-Limited certificate with my application packet.
- Yes No
- * 9. How did you find out about this position? (Select all that apply)
- City of Minneapolis website
 - City of Minneapolis employee
 - City of Minneapolis job interest card

- City of Minneapolis Career Opportunities Bulletin
- Friend or family member
- League of Minnesota Cities website
- Government Jobs.com website
- Minnesota Jobs.com website
- Other website
- Linked In
- Other social media site
- Newspaper
- Other media
- College or University
- Community organization
- Job Fair
- Professional association

10. Please specify where you heard about this position (e.g., website name, City of Minneapolis employee name, job fair, professional association).

* Required Question