

**THE CITY OF BLAINE, MINNESOTA
ANNOUNCES AN OPENING FOR A FULL TIME
COMMERCIAL BUILDING INSPECTOR**

SALARY

\$35.67 - \$42.47 per hour, Grade 12 of the 2018 Compensation Plan.

POSITION SUMMARY

Under general supervision and direction of the Chief Building Official, this position performs commercial building, mechanical, and plumbing code review and inspections for the City. This position is responsible for building, mechanical, and plumbing work of a technical nature involving commercial and industrial type construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Consult with architects, engineers, and contractors as well as City staff from various departments including Community Standards, Planning and Engineering, regarding Building Code and City ordinance compliance for various types of construction projects.
2. Issue permits in a timely manner.
3. Maintain accurate records of departmental code reviews and approved plans.
4. Deal with code and ordinance issues and complaints, and resolve building code violations for code compliance.
5. Review construction plans for code compliance and recommends changes as needed.
6. Perform various field inspections, for all types of permits issued by the Building Inspections Department, to ensure codes and/or ordinances are in compliance, including Building, Mechanical, and Plumbing inspections for commercial, industrial, and residential projects.
7. Maintain daily log of inspection activities.
8. Adherence to safety regulations per established safety policies.
9. Adherence to Building Inspections Department policies.
10. Performs related work as required.

These examples are intended only as illustrations of various types of work performed, and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Thorough knowledge of all applicable chapters of the Minnesota State Building Code, and the ability to interpret this code.
2. Knowledge of City of Blaine Code of Ordinances.
3. Knowledge of soils, building construction, building design, blue print reading, and building code.
4. Ability to communicate effectively, in English, both verbally and in writing with staff, general contractors, architects, engineers and the public.
5. Ability to perform professional building inspection of considerable difficulty in office and field.
6. Ability to meet physical requirements of conducting inspections.
7. Ability to establish and maintain effective working relations with City staff, contractors, architects, engineers and the general public.

MINIMUM REQUIREMENTS

1. Two years of college/university coursework, or
Two years of vocational training in a related building construction trade, or
Two years of pre-engineering structural coursework, or
Completion of BIT program (Associate Degree or Certificate).
2. Three years of building inspection experience with one year of municipal commercial building plan review and inspection experience.
3. State of Minnesota Certified Building Official.
4. Valid drivers license.

DESIRABLE QUALIFICATIONS

1. ICC/ICBO certified Building Plans Examiner.
2. ICC/ICBO certified Building Inspector.
3. MN SSTS Certified Inspector.

APPLICATIONS: Application materials can be obtained at the Human Resources Office at Blaine City Hall, 10801 Town Square Drive, Blaine, MN 55449, (763) 785-6109, www.blainemn.gov. Applications must be received by 4:30 PM, Friday, April 20, 2018.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Blaine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Factors	Code		Environmental Factors	Code	
Standing Stationary	F		Work Alone	F	
Moving About	F		Work With Others	F	
Sitting	F		Work Around Others	F	
Physical Strengths and Demands			Public Contact	F	
Lifting-Push & Pull While Stationary			Shift Work		
<i>Sedentary-up to 10 lbs</i>	O		Extended Day	O	
<i>Light Work-11 to 20 lbs</i>	V		Inside	C	
<i>Medium Work-21 to 50 lbs</i>			Outside	O	
<i>Heavy Work-51 to 100 lbs</i>			Confined Area		
<i>Very Heavy-over 100 lbs</i>			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
<i>Sedentary-up to 10 lbs</i>	O		Wet and/or Humid		
<i>Light Work-11 to 20 lbs</i>	V		Noise		
<i>Medium Work-21 to 50 lbs</i>	V		Vibration		
<i>Heavy Work-51 to 100 lbs</i>			Mechanical Equipment		
<i>Very Heavy-over 100 lbs</i>			Electrical Equipment		
Climbing	V		Pressurized Equipment		
Balancing	O		Burning Material/Equip		
Stooping	O		Explosive Material/Eq		
Kneeling	O		Radiant Energy		
Crouching	V		Moving Objects		
Crawling	V		High Places		
Reaching	O		Fumes/Odors		
Twisting - Sitting	F		Dirt/Dust		
Twisting - Standing	F		Gases		
Handling	O		Poor Ventilation		
Fingering	C		Other (specify)		
Feeling	C		Other (specify)		
Talking	C				
Hearing	C				
Seeing - Near Vision	C				
Seeing - Far Vision	C				
Seeing - Depth Perception	C				
Seeing - Accommodation	C				
Seeing - Color Vision	C				
Seeing - Field of Vision	C				
Smelling	C				
Walking	F				
Reading	C				
Driving	O				
Other (specify)					
Other (specify)					
			Codes:		
			Blank - Not Present		
			V = Very Infrequent - 1 to 2 times a week		
			O = Occasional - Up to 1/3 of time a week		
			F = Frequent - 1/3 to 2/3 of time		
			C = Constant - More than 2/3 of time		

**Americans With Disabilities Act
Physical and Environmental Job Factors**