

CITY OF MINNETONKA  
invites applications for the position of:

# Mechanical Inspector - Full Time



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**Salary:** \$34.58 - \$38.43 Hourly

**Opening Date:** 05/02/18

**Closing Date:** 05/23/18 12:00 AM

## **Job Description:**

To help achieve the goals of the inspections division through field inspection, plan reviews, and conferring with contractors, homeowners, architects, engineers, designers, and other staff. This is accomplished by properly applying adopted codes and ordinances to achieve desired outcomes of maintaining public health and safety with regard to the built environment.

## **Duties/Responsibilities:**

### **Essential Job Functions**

- Conduct accurate, timely field inspections as required by the Minnesota State Building Code and/or local ordinance.
- Conduct plan reviews to ensure compliance with applicable codes and standards.
- Write compliance orders when necessary, conduct re-inspections, and implement appropriate enforcement actions when necessary.
- Keep accurate records of all inspections made and actions taken.
- Conduct investigations as necessary to resolve complaints on building related matters.
- Conduct cross-inspections as demand dictates.
- Communicate clearly and directly by phone, mail, email, and in-person, answering questions and interpreting codes and ordinances relating to inspection issues, with the aim of providing excellent customer service.

### **Other Job Functions**

- Assist in conducting meetings with contractors, owners, architects, engineers, and other inspectors regarding building codes and ordinances relating to new and remodeled construction.
- Conduct educational programs for contractors.
- Keep current on codes, standards, and code issues by attending training, seminars, or schools.
- Maintain required CEU's for certification or competencies.
- Assist other city departments with projects and advice.
- Perform other duties and assumes responsibilities as apparent or assigned.

## **Qualifications:**

### **Minimum**

- A commitment to and belief in Minnetonka's shared values.
- 4 years HVAC construction experience or three years HVAC or HVAC related inspection work for a municipality.
- Valid driver's license.

**Desired**

- Associates or Bachelor's Degree in Mechanical Engineering, Building Inspection Technology, Construction Management, or other Mechanical related subject.
- National Certification.
- International Mechanical code Inspector Certification, or ability to obtain within 12 months of hire.
- Excellent written and verbal skills.

**Additional Information:****Knowledge of**

- All pertinent Federal, State, or Local Ordinances and mechanical code issues that affect the community.
- Building fundamentals and procedures.
- Standard construction practices and procedures.
- Plans and Specifications of standard construction projects.

**Skilled in**

- Operation of tools and testing equipment needed to perform inspections.
- Operation and use of personal computers and software.

**Ability to**

- Effectively communicate orally, electronically, and in writing with contractors, homeowners, architects, engineers, staff, governing bodies, outside agencies, and the general public.
- Read and comprehend building plans and specifications.
- Establish and maintain confidential information, prioritize duties, and work both independently and as a contributing team member.
- Interpret and enforce laws, codes, and ordinances in a fair and impartial manner.
- Meet and communicate tactfully and with courtesy, yet being firm in the need for compliance.
- Drive vehicle to and from inspection.
- Conduct on-site inspections of building construction projects including, but not limited to: climb ladders, scaffolds, and ride lifts as encountered on construction sites.

*Exceptional services provided by exceptional people.* We promote a supportive work environment that encourages excellence, accountability, customer focus and teamwork where employees are appreciated, respected and valued through our commitment to the employee-developed **shared values**:

- Adaptable Learning & Innovation
- Authentic Communication
- Healthy Human Relationships
- Contagious Enthusiasm
- Outcome Focused Teamwork
- Shared Success

This position is a non-union position with the following compensation range:

Step 1 - \$34.586 (Starting)

Step 2 - \$35.547

Step 3 - \$36.508

Step 4 - \$37.468

Step 5 - \$38.429

\*Yearly cost of living adjustment (COLA) and market adjustments may be in addition to the above listed salary step increases. Step increases may occur after six months, one year, two years, and three years from date of hire.

\*\*This position is also eligible for a yearly departmental MERIT payment of 2.5% after one year of hire per personnel policy guidelines.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.eminnetonka.com>

Position #2018-5 MechInspec  
MECHANICAL INSPECTOR - FULL TIME  
JB

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