



The CITY OF BURNSVILLE
Invites applications for the position of:

Protective Inspector Electrical (Combination) Regular Part-Time (20 hrs. /wk.)

An Equal Opportunity Employer

OPENING DATE: February 22, 2018

CLOSING DATE: March 11, 2018 at 11:30 p.m.

STARTING SALARY: \$ 30.90 - \$ 34.06/hourly

SALARY RANGE: \$ 30.90 – \$ 39.43/hourly

DESCRIPTION:

To conduct inspections that will ensure that all buildings constructed in the City are built consistent with the State Electrical, Building, Energy, Plumbing, Mechanical, and Fuel Gas Codes. Responsibilities primarily include, Electrical inspections, but also is expected to perform Plumbing, Mechanical, and Fuel Gas Code enforcement, Building inspections, reviewing plans and other documents for compliance with codes, and assisting customers with code interpretations and answering questions. Responsible for the operation and maintenance of a city owned vehicle. This is a regular part-time, 20 hours per week position. Days and hours worked per week may vary.

ESSENTIAL JOB FUNCTIONS:

1. Conduct combination inspections on all types of structures to ensure compliance with the State Electrical, Building, Energy, Plumbing, Mechanical, and Fuel Gas Codes.
2. Review plans, specifications, and engineering calculations to ensure they meet all State Electrical, Building, Energy, Plumbing, Mechanical, and Fuel Gas codes; and notify permit holder, architects, and engineers of any deficiencies found.
3. Coordinate plan review and inspections with Engineering Department, Planning Department and Fire Department.
4. Maintain all applicable certifications through continuing education.
5. Review permit applications to ensure that they reflect the work to be done and take action to correct applications and modify fees where the proposed work being done is not consistent with that defined in such permit.
6. Review new or substitute materials used in building construction and make recommendations for their acceptance or rejection.
7. Assist and educate contractors, architects, engineers, and property owners on codes to ensure their thorough understanding and conformance with state and city codes.

8. Keep abreast of new equipment, materials and construction practices, as well as changes in existing codes to ensure thorough understanding of the building industry and effective and fair administration of codes.
9. Maintain effective working relationships with contractors, residents and City staff to ensure a positive response and a desire for conformance with state and city codes. Respond to questions or complaints in a timely manner.
10. Occasionally conduct inspections and enforcement of the Property Maintenance Code and take action to ensure compliance.
11. Obtain State Electrical Inspection delegation from the State Board of Electricity.
12. Utilize computer systems and technology to complete and document daily activities such as recording inspections results, posting images, electronic plan review, documenting communication electronically, and other similar equipment.
13. Perform other duties as apparent or assigned.

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of the State Electrical, Building, Energy, Plumbing, Mechanical, and Fuel Gas Code.
- Ability to read and comprehend building plans and specifications.
- Ability to develop and maintain effective working relationships with contractors, owners, architects, the general public and other City departments.
- Ability to communicate effectively, orally and in writing.
- Good mechanical aptitude/ability to problem solve.
- Ability to interpret and understand State Building Codes.
- Represent the city in a professional manner.
- Ability to calculate fees for permits.
- Ability to assess and evaluate hazardous situations safely.
- Ability to be a team player and keep a positive attitude.
- Ability to maintain customer service focus.
- Ability to use modern inspection software, be technologically savvy, and use field computer (IPAD/laptop/cellphone/other devices).

ENVIRONMENTAL CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed primarily in the field, out of the office. Primary functions require:

- Ability to bend, climb ladders, and stand for sustained periods of time.
- Ability to drive and maintain city vehicle.
- Ability to walk on uneven terrain outside or unfinished areas inside.
- Ability to work in extreme conditions, both cold and hot, outside and inside construction areas.
- Ability to use hand held devices, clip board, and measuring tape on a frequent basis.
- Ability to lift up to 50 pounds on occasions.
- Ability to walk and carry equipment up to 100 feet on occasion.

Work may also be performed in the office that includes exposure to computer screens. Abilities that occur in the office include:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally lift bend, stoop and retrieve files and boxes weighing up to 25 - 30 pounds.
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Work with employees and/or the public that may be irritated or upset.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certified as a Master Electrician by the State of Minnesota.
- Must meet the minimum competency criteria for Combination Inspector as set out in Minnesota Rules Chapter 1301.1400.
- Must possess a current valid Minnesota Driver's License with good driving record.
- Experience and ability to operate computers with Microsoft Products.
- Be able to meet the "Environmental Conditions/Physical Requirements."
- Experience in the commercial construction field.
- Have basic knowledgeable of building, plumbing, HVAC, and energy codes.

DESIRABLE QUALIFICATIONS:

- Degree in related field.
- Previous inspection experience with a municipal, private, county, or state inspections department.
- Experience in the operation of inspections software programs.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a drug test and background check

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsville.org/jobs

OUR OFFICE IS LOCATED AT: 100 Civic Center Parkway Burnsville, MN 55337

PHONE NUMBER: 952-895-4477