



The CITY OF BURNSVILLE
Invites applications for the position of:

Electrical Protective Inspector

Regular Full-Time

An Equal Opportunity Employer

OPENING DATE: September 4th, 2018

CLOSING DATE: First review of applications occurs on October 1, 2018

STARTING SALARY: \$ 34.06 - \$ 39.43/hourly DOQ

SALARY RANGE: \$ 34.06 – \$ 39.43/hourly

DESCRIPTION:

To conduct inspections that will ensure all buildings constructed in the City of Burnsville are built consistent with the State Electrical Code and to work in partnership with other Building, Energy, Plumbing, Mechanical, and Fuel Gas Code inspectors. The primary responsibilities are Electrical Inspections and Electrical Plan Review which ensure that electrical work is performed and completed consistent with the electrical code requirements, thereby ensuring the practical safeguarding of persons and property. Also, responsibility for the operation and maintenance of a city owned vehicle.

ESSENTIAL JOB FUNCTIONS:

1. Primarily conducting electrical inspections on all types of structures to ensure compliance with the State Electrical Code, and collaborating with combination Building, Energy, Plumbing, Mechanical, and Fuel Gas Code inspectors.
2. Review plans, specifications, and engineering calculations to ensure they meet all State Electrical, Building, Energy, Plumbing, Mechanical, and Fuel Gas codes as they relate to the electrical code requirements; 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 and keep 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 code (NEC) requirements in order to conduct and review plans which will ensure that the electrical work is performed and completed according to the electrical code requirements.
- Ability to read and comprehend building plans and specifications.
- Ability to develop and maintain effective working relationships with contractors, owners, architects, engineers, 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 Electrical 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 30 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.
- Current MN master or journeyworker electrician license electrical and trade experience, with a minimum of five years of electrical trade experience as a MN State Class A Journeyworker or MN State Class A Master electrician.
- Must possess a current valid Minnesota Driver's License with good driving record.
- Experience and ability to operate computers with Microsoft Products.
- Experience in the commercial construction field

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.
- Must have or be willing to learn the basic knowledgeable of building, plumbing, HVAC, and energy codes as they relate to the electrical code.

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