



**CITY OF ST. LOUIS PARK**  
invites applications for the position of:

# Senior Construction Codes Inspector

An Equal Opportunity Employer

---

**SALARY:** \$76,166.00 - \$95,208.00 Annually

**OPENING DATE:** 04/05/18

**CLOSING DATE:** 04/22/18 11:59 PM

**PRIMARY OBJECTIVE OF POSITION:**

Responsible for providing education in all State Construction Codes and City Ordinances to residents, contractors, and design professionals, thus ensuring Code compliance through increased awareness and understanding of the intent and purpose of those Codes and Ordinances. Work includes plan review and inspection of all Minnesota State licensed facilities while conforming to state delegation agreement. This position involves significant contact with the public, answering questions, responding to calls, assisting walk-in customers, and writing reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. General Inspections Duties

- Inspect all types of new and existing structures for compliance with all applicable codes. Primarily involved with the building code portion of the State Construction Code and city regulations, but may also include plumbing and mechanical, zoning, and other relevant codes.
- Perform plan reviews and approve permits for residential and commercial type structures.
- Inspect existing buildings for compliance with City Property Maintenance Code programs.
- Assist residents, building owners, designers, and contractors with interpretation of Code and finding solutions to problems and concerns.
- Follow up on violations or code issues to ensure appropriate corrective actions have been taken.

2. State Delegation Agreement Duties

- Provide plan review and inspections of state delegated public facilities, including hospitals, schools, and public buildings.
- Responsible for providing mentoring and assistance to new inspectors along with plan review and code knowledge.
- May be assigned to primarily be responsible for plumbing or electrical portions of the code, depending on qualifications and licensure.

3. Other Duties

- Provide prompt, courteous customer service to all residents, contractors, design professionals, and other City staff.

- Prepare technical documents, correspondence and reports.
- Develop and update forms and information handouts.
- Respond to public inquiries and complaints. Resolve complaints and concerns with property owners and general public.
- Record and maintain administrative records using a computerized permit/inspections system.
- Participate in organizations to represent the city and stay up-to-date on construction methods and state codes. May work with staff or citizens on boards, commissions or committees either as a member or to provide staff support and information.
- Perform other duties and assume responsibilities as apparent or assigned.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Minnesota Certified Building Official.
- At least 5 years relevant experience.
- Delegation agreement from Department of Labor and Industry to provide plan review and inspections for state delegated public facilities including hospitals, schools, and public buildings, or ability to obtain within 6 months of hire.
- Knowledge of construction codes, ordinances, laws and regulations.
- Ability to work with public to mediate and resolve code/compliance issues.
- Ability to work within an inspection schedule to meet deadlines and handle changes or additions to schedule or work as needed.
- Ability to communicate clearly both orally and in writing with people from all backgrounds in order to achieve the city's strategic objectives for racial equity.
- Ability to physically move about all areas of construction sites to carry out duties.
- Valid driver's license.

**DESIRED QUALIFICATIONS:**

- ICC Building, Plumbing and/or Mechanical Inspector Certification(s), or equivalent certification(s) from a nationally recognized code organization.
- Certificate or Associate Degree in Building Inspection Technology or a related area.
- Previous experience as a city, county or state agency code Inspector.
- Computer experience.
- Fluency in a second language.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.stlouispark.org>

Job #603-01  
SENIOR CONSTRUCTION CODES INSPECTOR  
AT

OUR OFFICE IS LOCATED AT:  
5005 Minnetonka Blvd  
St. Louis Park, MN 55416  
952-928-2846  
952-924-2520  
[hr@stlouispark.org](mailto:hr@stlouispark.org)

An Equal Opportunity Employer

---