

CITY OF MINNEAPOLIS
invites applications for the position of:

Building Inspector - AMENDED

SALARY: \$42.23 - \$42.23 Hourly
JOB TYPE: Full-time
DEPARTMENT: Community Planning & Economic Development
LOCATION: 198 Aldrich Avenue North, Minneapolis
VACANCIES: 2
CLOSING DATE: 02/08/21 11:59 PM
POSTING TYPE: Open to the public

POSITION DESCRIPTION:

Under supervision, enforce the Minnesota State Building Codes and City Ordinances in new and existing structures by conducting field inspections (site visits) of new construction, alterations, repair or wrecking of buildings using applicable State codes, recognized standards and local ordinances. Inspections are completed ensure that minimum requirements are met to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency situations.

This posting has been amended to extend the closing date, indicate 2 vacancies, accept external as well as internal candidates, require a pre-employment drug and alcohol test, and extend the expiration of the eligible list.

JOB DUTIES AND RESPONSIBILITIES:

- Enforce codes and ordinances by preparing proper documentation, issuing orders, citations, preparing administrative adjudication cases and testifying in hearings and/or court.
- Investigate unpermitted work, report hazardous structural conditions, fire damage and violations of building codes and ordinances. Investigate formal complaints, gather information and compose reports of findings to ensure a fair resolution of complaints.
- Keep up to date with changing codes and trade technology to prevent substandard or unapproved installations.
- Perform Certificate of Occupancy and Code Compliance inspections.
- Maintain clear and accurate inspection records by entering daily computer records of inspections and investigations.
- Consult with architects, contractors and building owners regarding the interpretation and enforcement of codes and ordinances to assist with compliance.
- Complete educational requirements to maintain certifications.
- Read, review and interpret approved plans, specifications, schedules and special inspection reports to assure compliance with applicable codes and ordinances.
- Participate in the State and National level code development processes.
- Perform other duties as assigned.

WORKING CONDITIONS: Primarily in the field with exposure to the elements on construction sites with dust, dirt, noise etc.; maneuver around sites, climb ladders, etc.; drive a City vehicle; occasional office work.

REQUIRED QUALIFICATIONS:

Required Education:

Two years post high school education in a trade school, apprenticeship training in a trade area or equivalent.

Required Experience:

Five years of full time verifiable experience in the building trade.

Equivalency:

An equivalent combination of education and highly related experience in a similar environment may be considered.

Licenses/ Certifications Requirements:

- Valid Driver's License
- Minnesota Department of Labor and Industry-issued Building Official or Limited Building Official License: **A copy of your Building Official or Limited Official License must be submitted with your official City application. Without it, your application will not be considered**
- A Certified Building Official certification issued by the Minnesota Department of Labor and Industry is required within 12 months of hire. Passing probation and continued employment are contingent upon obtaining and maintaining a State of Minnesota Building Official license. As part of the internal career development program, the hiring division will assist the employee in obtaining and retaining license

Desirable Qualifications/ Certificates:

- Experience as a Municipal Building Inspector is highly desirable
- Certification as a Building Inspector by the International Code Council
- Additional Model Code certifications

Desirable Qualifications -- Cultural competency:

Ability to relate and work effectively with people from diverse cultural, economic and ethnic backgrounds.

Resume:

A resume is required. You must attach an updated resume to your application.

Selection Process:

The selection process will consist of one or more of the following steps: a rating of relevant education and experience and/or an oral examination (100%). It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions. Only those candidates who attain a passing score (70%) on each step in the selection process will be placed on the eligible list. The City of Minneapolis Human Resources Department reserves the right to limit the number in any phase of the selection process.

Interview Selection:

The hiring authority reserves the right to determine the maximum number of candidates to interview from the established eligible list. If the hiring authority decides to interview other than by exam

score order, they may select additional people to interview based on a candidate's education or experience related to the field, work history, or skills uniquely related to the operational needs of the position.

Background Check:

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

Drug and Alcohol Testing: All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

Union Representation:

This position is represented by a collective bargaining agreement between the City of Minneapolis and the [Minneapolis Building and Construction Trades Council \(CBI\)](#).

Eligible List Statement:

The names of applicants who meet minimum qualification and who pass the screening process shall be placed on the eligible list for employment consideration. This list will be certified to the hiring manager who may use the list to fill a vacancy of the same job title. This eligible list will expire three (3) months after it has been established.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to render decisions firmly with good judgment and impartiality.
- Knowledge of residential and commercial building construction and of the Minnesota State Building Code, including the Energy Code, Accessibility, Manufactured Homes and related codes and statutes.
- Ability to demonstrate good negotiation, communication, customer service and problem solving skills.
- Ability to deal effectively with elected officials, other City employees, contractors and the public.
- Ability to work with minimal supervision.
- Ability to operate a City vehicle safely and in accordance with all traffic laws established by the State of Minnesota.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2021-00030
http://www.minneapolismn.gov/jobs						BUILDING INSPECTOR
250	South		4th		Street	NR
Room					#100	
Minneapolis,		MN			55415	
(612)					673-2282	

human.resources@minneapolismn.gov

Building Inspector Supplemental Questionnaire

- * 1. Indicate the amount of Trade School coursework in the Building trade you have successfully completed.
 - None
 - Less than 1 year
 - 1 year but less than 2
 - 2 years but less than 4
 - More than 4 years
- * 2. Indicate the amount of Apprenticeship Training in the Building trade you have successfully completed.
 - None
 - Less than 1 year
 - 1 year but less than 2 years
 - 2 years but less than 4 years
 - More than 4 years
- * 3. Indicate how much experience you have in the Building trade.
 - None
 - Less than 1 year
 - 1 year to less than 3
 - 3 years to less than 5 years
 - More than 5 years
- * 4. Indicate how much experience you have working in code enforcement inspections.
 - None
 - Less than 1 year
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - More than 5 years
- * 5. Indicate how much experience you have as a Municipal Building Inspector.
 - None
 - Less than 1 year
 - 1 year to less than 3
 - 3 years to less than 5
 - More than 5 years
- * 6. Are you currently a Certified State of Minnesota Building Official?
 - Yes No
- * 7. Do you currently hold a valid Minnesota Department of Labor and Industry-issued Building Official-Limited certificate?
 - Yes No
- * 8. Have you submitted the required copy of my Building Official-Limited certificate with your application packet? This is required in order to be further considered for this position.
 - Yes No

* 9. How did you find out about this position? Select all that apply)

- City of Minneapolis Website
- City of Minneapolis Employee
- City of Minneapolis job alert
- City of Minneapolis Career Opportunities Bulletin
- Friend or family member
- League of Minnesota Cities website
- Diversityjobs.com website
- Governmentjobs.com website
- Indeed.com website
- Minnesotajobs.com website
- Minnesota Council for Nonprofits website
- Other website
- LinkedIn
- Twitter
- Facebook
- Other social media site
- Newspaper
- Other media
- College or University
- Community organization
- Job fair
- Professional association
- Site visit

10. Please specify where you heard about this position (e.g., website name, City of Minneapolis employee name, job fair, professional association).

* Required Question