



JOB DESCRIPTION

JOB TITLE:	Building Inspector II		
DEPARTMENT:	Planning & Neighborhood Services	DIVISION:	Building Codes
REPORTS TO:	Building Official		
SUPERVISES:	None		
FLSA STATUS:	Non-Exempt	EFFECTIVE DATE:	1/1/2018

POSITION SUMMARY

Under limited direction, this skilled technical position performs intermediate work conducting residential, commercial and industrial building inspections, performing mechanical or plumbing inspections, reviewing plans, maintaining records and files, preparing reports, and related work as required. This position exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Performs inspections and re-inspections of residential, commercial, industrial, institutional and public facilities for compliance with building, plumbing or mechanical codes and related local laws and ordinances.
- Issues correction and stop work orders if necessary, where construction is not compliant with state and local codes and ordinances.
- Assists with reviewing plans for building construction to determine compliance with codes; issues various permits.
- Recommends enforcement action when necessary ensuring building construction is compliant with state and local codes.
- Oversees construction aspects of single family rehabilitation projects for the City's Community Development Block Grant (CDBG) program.
- Prepares reports and maintains inspection records.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- High school diploma or GED
- Three years of experience in the building construction trade, HVAC trade, plumbing trade or building code enforcement

Training, Certificates, and Licenses

- Qualified as a Combination Inspector as established in Minnesota Administrative Rules
- Minnesota Journeyworker or Master Plumbing License or Mechanical Engineer License required upon hire

- Plumbing Plan Review Certification within three years of hire
- Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES

General knowledge of the Minnesota State Building Code, local building codes, zoning ordinances and other related codes and ordinances; general knowledge of building construction materials and methods; ability to detect workmanship not in compliance with applicable state and local codes and ordinances; ability to read and interpret plans, specifications and blueprints quickly and accurately and to compare them with construction in process; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with associates, building owners, contractors and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing and speaking or hearing, frequently requires walking, using hands to finger, handle or feel, reaching with hands and arms and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date