

PERSONNEL COMMITTEE

11-0458R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF CONSTRUCTION INSPECTION LEADWORKER, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

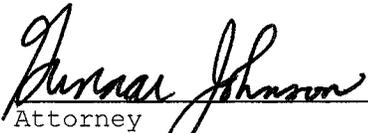
RESOLVED, that the proposed specifications for the new civil service classification of construction inspection leadworker, which were approved by the civil service board on August 2, 2011, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 36. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR MS:by 8/25/2011

STATEMENT OF PURPOSE: The creation of the construction services and inspection division (one-stop shop) included an analysis of the operation and how best to meet customer needs and state requirements. This classification has been created to perform inspections and to organize and direct the work performed by city inspectors, similar to the housing inspector leadworker position for the life safety division. In addition, this classification will assume the duties and responsibilities of the state-designated building official as required by Minnesota Statute. The pay range negotiated for the classification is Range 36, \$4,785 to \$5,691 per month.

CONSTRUCTION INSPECTION LEADWORKER

PURPOSE: To direct and oversee the application of building codes and ordinances by conducting inspections, reviewing plans and permits, and providing recommendations and interpretations.

FUNCTIONAL AREAS:

1. Inspect buildings, review construction plans and permits, and provide recommendations and interpretations in order to ensure the application of and compliance with building codes and ordinances.
 - * A. Conduct and oversee inspections of sites, construction, remodeling, and similar activities.
 - * B. Interpret and enforce provisions of the building code, zoning requirements, and other laws and regulations related to the construction and modification of buildings and structures, including plumbing, electrical and HVAC systems.
 - * C. Interpret complex regulations and approve equivalents in the use of materials and methods.
 - * D. Determine conformance problems, issue notices regarding correction of defective work, advise on methods of correction and perform re-inspection.
 - * E. Issue citations or orders to stop work that is in violation of the proper codes.
 - * F. Ensure that all work is performed in a safe manner using approved methods.
 - * G. Approve certification of final inspection when required.

2. Organize and direct the work activities of assigned team, to include construction inspectors, electrical inspectors, plumbing inspectors, and HVAC inspectors.
 - * A. In collaboration with supervisor, determine work priorities.
 - * B. Assign work and coordinate work schedules.
 - * C. Provide input into decisions regarding the hire and transfer of personnel.
 - * D. Train team in safe and proper work methods and procedures.
 - * E. Monitor work for compliance with established methods, guidelines, standards and procedures.
 - * F. Review work of team members for completeness and quality, and provide feedback as needed.
 - * G. Provide input to management to aid in decisions related to discipline and grievance resolution.
 - * H. Provide information and instruction to assigned team verbally and in writing as needed.

3. Administer all applicable codes and ordinances.
 - * A. Assume the duties and responsibilities of the state-designated Building Official for the City of Duluth as those duties and responsibilities are defined by Minnesota and any other relevant statutes.
 - * B. Consult with the State Building Codes and Standards Division and other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing and zoning.

- * C. Issue violation orders when appropriate.
- * D. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
- * E. Serve as a witness in court cases when required.
- * F. Represent the division as directed.

4. Perform related work.

- * A. Maintain computerized records of inspections made and actions taken.
- * B. Write and prepare forms and reports as required.
- * C. Review permit applications and estimate building costs to determine accurate fees.
- * D. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
- * E. Serve as technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances and proper methods governing construction work.
- * F. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections Division team on related projects.
- G. Perform other related duties as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ❖ A. Three (3) years of experience as a municipal construction inspector.

License Requirements

- ❖ A. Possess and maintain a valid Minnesota driver's license or privilege.
- ❖ B. Possess and maintain certification as a Minnesota Building Official.
- C. Certification as a Plans Examiner or Construction Inspector preferred.

Knowledge Requirements

- ❖ A. Extensive knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations and manuals governing building construction, installation and repair.
- ❖ B. Extensive knowledge of safe and proper methods of building construction, installation and repair.
- ❖ C. Extensive knowledge of architectural design principles and building construction methods.
- ❖ D. Extensive knowledge of construction materials and their appropriate uses.
- ❖ E. Knowledge of proper inspection methods and procedures.
- ❖ F. Knowledge of legal procedures involved in the enforcement of building codes and ordinances.
- ❖ G. Knowledge of precautionary, safety and fire prevention methods involved in construction work.
- ❖ H. Knowledge of code requirements and inspection methods in related construction trade areas.

Skill Requirements

- ❖ A. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances and procedures.
- ❖ B. Skill in reading and interpreting legal descriptions, building plans, specifications and technical codes and ordinances.
- ❖ C. Skill in estimating construction costs, including materials and labor, and completion schedules.

Ability Requirements

- ❖ A. Ability to establish and maintain effective working relationships with contractors, workers, supervisors, peers and the general public.
- ❖ B. Ability to read and write reports regarding inspections and permits.
- ❖ C. Ability to maintain accurate and complete records, both paper and computer.
- ❖ D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- ❖ E. Ability to interpret safety rules and apply them to various hazardous situations.

Physical Requirements

- ❖ A. Ability to frequently walk and climb, and to occasionally stoop, kneel, crouch, crawl and reach overhead in order to conduct inspections inside and outside of buildings.
- ❖ B. Ability to see well enough to perform duties such as trace plumbing and color-coded wires; gauge sizes, distances and physical relationships; place items accurately; read and interpret blueprints and technical manuals; use a computer; and operate a vehicle.
- ❖ C. Ability to occasionally lift and carry items up to 40 pounds such as ladders for conducting overhead inspections.
- ❖ D. Ability to work outside in inclement weather.
- ❖ E. Ability to attend work on a regular basis.

* Essential functions of the position

❖ Job requirements necessary the first day of employment

Anlst: JA	Class:	Union: AFSCME	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC: