

## **CONSTRUCTION SERVICES COMBINATION INSPECTOR**

### SUMMARY/PURPOSE

Conduct general construction inspections, assist with plumbing and HVAC inspections as needed, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Inspect building construction, HVAC and plumbing installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes, rules, ordinances, policies and standards governing the work being inspected.
2. Inspect building footings and foundations for proper size, placement, and construction.
3. Review the placement of structures for compliance with codes, ordinances, and zoning and planning requirements.
4. Review plans and specifications to ensure compliance with established codes, rules, ordinances, policies and standards.
5. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.
6. Determine compliance problems, issue notices regarding correction of defective work, and perform re-inspection.
7. Issue citations or orders to stop work that is in violation of the proper codes.
8. Ensure that all work is performed in a safe manner using approved methods.
9. Approve certification of occupancy after final inspection when required.
10. Consult with Building Official and State Building Codes and Standards Division when necessary.
11. Operate City vehicle to, from, and around inspection sites.
12. Review permit applications and estimate building costs for accurate fee estimates.
13. Maintain computerized records of inspections made and actions taken.
14. Write and prepare forms and reports as required.
15. Attend training sessions and review technical and professional literature.
16. Serve as a 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.
17. Attend and participate in meetings, as a member of the Construction Services team.
18. Assist with the process for demolition of damaged or unsafe buildings.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Successful completion of a certified apprentice program plus three (3) years of experience as a journeyman in the same trade. This experience must include three (3) years in residential construction and three (3) years in commercial construction; or equivalent training and experience.
  - B. Three (3) years of experience as a municipal inspector enforcing the building code.
2. License Requirement
  - A. Possess and maintain a valid Minnesota driver's license or privilege by the date of appointment and thereafter.
  - B. Possess and maintain certification as a Certified Building Official from the Minnesota Department of Labor and Industry by date of hire.

3. Knowledge Requirements

- A. Extensive knowledge of Minnesota State Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work.
- B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
- C. Knowledge of City of Duluth zoning ordinances and regulations.
- D. Knowledge of proper inspection methods and procedures.
- E. Knowledge of legal procedures involved in the enforcement of building codes and ordinances.
- F. Knowledge of math for the purpose of measuring and computing construction costs.
- G. Knowledge of traffic rules and regulations.
- H. Knowledge of precautionary, safety, and fire prevention methods involved in construction work.
- I. Knowledge of code requirements and inspection methods in other trade areas.

4. Skill Requirements

- A. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.
- B. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
- C. Skill in estimating construction costs, including materials and labor, and completion schedules.
- D. Skill in communicating and working as a member of a team.
- E. Highly proficient in computer skills, including Microsoft Office applications and email applications.
- F. Skill at working in a team-oriented, collaborative environment.
- G. Exemplary customer service skills, including the ability to identify needs, provide prompt responses, exercise patience, respect, and professionalism in all interactions.
- H. Analytical and problem solving skills.
- I. Skill in documenting and maintaining configuration and process information.
- J. Skill in efficient time management.
- K. Excellent communication skills, both orally and in writing.
- L. Skill in preparing written materials.
- M. Strong organizational skills.

5. 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.
- D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- E. Ability to transport oneself to, from, and around various work sites.
- F. Ability to participate in training to update construction knowledge and expertise.
- G. Ability to interpret safety rules and apply them to various hazardous situations.
- H. Ability to use a computer to maintain inspection records and write reports.
- I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.
- J. Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.

6. Physical Ability Requirements

- A. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.

- B. Ability to work outside in inclement weather.
- C. Ability to attend work on a regular basis.
- D. Ability to sit for extended periods of time.

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