



Forest Lake
AS GOOD AS IT SOUNDS

CITY OF FOREST LAKE JOB DESCRIPTION

POSITION:	BUILDING INSPECTOR II
DEPARTMENT:	FIRE
DIVISION:	BUILDING INSPECTIONS DIVISION
LOCATION:	CITY HALL
IMMEDIATE SUPERVISOR:	BUILDING OFFICIAL
HOURS WORKED:	40+ HOURS PER WEEK
FLSA:	NON-EXEMPT

SUMMARY

The primary responsibility for this position is to enforce city construction regulations including the Minnesota State Building Code and the City's Zoning Code and Ordinances. Review plans, prepare and issue construction permits and perform inspections for construction related activities regulated by the applicable codes.

ESSENTIAL FUNCTIONS

- Enforces building code including structural, mechanical, plumbing, fire protection and related activities to insure buildings in the community comply with state, federal and local laws pertaining to building construction.
- Provide interpretation on city, state and federal codes and ordinances to building owners, contractors and the public.
- Prepares and issues building permits.
- Reviews building plans and site surveys.
- Performs field inspections on properties including building, plumbing, mechanical and fire protection.
- Responsible for City Code enforcement.
- Maintains City record system.
- Represents the City in a positive manner in working with the public and other stakeholders.
- Attend training and maintain appropriate training levels to maintain certification.
- Participate in professional organizations.

OTHER DUTIES AND/OR RESPONSIBILITIES

Performs other duties and related work as required or assigned by City Building Official or City Administrator.

EDUCATION AND/OR EXPERIENCE REQUIRED

- High School diploma.
- Building Inspection Technology degree (A.A.) from an accredited institution of higher learning; and five years inspection and/or related experience; or equivalent combination of education and experience.
- State driver's license.
- Must meet minimum competency criteria as a Construction Code Inspector within one year of hire as stated in Minnesota Rules, Chapter 1301. Must meet the minimum competency criteria as a Combination Inspector in all three activities (building, mechanical and plumbing) or be Certified as a Building Official as stated in Minnesota Rules, Chapter 1301.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulation.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, Planning Commission, City Council and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and to compute rate, ratio and percent.
- Ability to act decisively, using good judgment under both normal and extreme situation.
- Ability to assess problems and situations; anticipate needs and evaluate alternatives.
- Knowledge of computer operations.
- Knowledge of methods, techniques, tools, materials and equipment used in building construction.
- Ability to read, analyze and interpret building plans.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required.
- Employee must occasionally lift and/or move up to 30 pounds.
- While performing the duties of this job, the employee frequently works in outside weather condition. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is occasionally loud.