CITY OF WHITE BEAR LAKE
Job Description

Position title: Building Inspector
Department: Community Development
Accountable To: Building Official
Status: Full-Time, Non-exempt

POSITION OVERVIEW:
The building inspector reviews residential and commercial plans to verify compliance with city ordinances and state codes. The inspector will perform both residential and commercial inspections. The building inspector is a combination inspector responsible for the inspection of new and remodeled construction projects to assure compliance with the Minnesota State Building, Plumbing and Mechanical codes as well as applicable City Ordinances. The building inspector also performs rental housing inspections to verify compliance with the White Bear Lake Minimum Housing Standard, Rental Licensing Ordinance and Minnesota State Fire Code.

ESSENTIAL JOB FUNCTIONS:

1. Performs building, plumbing and mechanical inspection on both residential and commercial construction projects. Maintains accurate inspection records and reports. Follows up on correction orders to ensure compliance of building and land use regulations.

2. Reviews construction plans for compliance with the Minnesota State Building and related codes ensuring they accurately reflect work to be done. Prepares written plan review letters in preparation for plan approval and permit issuance. Reviews and approves proposed changes to plans.

3. Prepares building permits for issuance and calculates appropriate fees. Verifies that contractors are appropriately licensed, bonded and insured by City and State.

4. Performs both single family and multi-family rental housing inspections to verify compliance with the White Bear Lake minimum housing standard and the State Fire Code.

5. Assists the public at the counter and responds to phone calls from citizens and contractors regarding code questions and complaints.
6. Maintains orderly daily records of inspection results and correction orders. Assists in maintaining the building department record of permits and inspection results, complaint enforcement records as well as the plan archive.

7. Interprets building, plumbing and mechanical code requirements for contractors and residents. Recognizes opportunity to provide guidance and service to the public as a means of developing community understanding and cooperation.

8. Reviews alternative methods and materials used in building, plumbing and mechanical installations and makes recommendations for acceptance or rejection of such materials.

9. Is informed of new materials, equipment and building installation practices as well as new and/or changes to existing building codes to ensure a total understanding of all facets of the building industry as may be necessary to assure effective and fair administration of the building code.

**PERFORMANCE CRITERIA:**

1. Ability to verify that all inspections conform to the Minnesota State Building Code and reflect a broad knowledge of building, mechanical and plumbing codes.

2. Ability to establish an effective working relationship with property owners, developers, contractors and the public, thereby ensuring their understanding, cooperation and compliance with all municipal and state code requirements.

3. Consistent administration of building code requirements and inspections so as to avoid causing unnecessary delays in construction.

4. Maintains continuing education to keep updated on new materials, installations procedures and revised code requirements.

5. Prepares written reports, letters and other correspondence in a timely manner and follows up on special requests and assignments as agreed upon.

**MINIMUM FUNCTIONS, KNOWLEDGE AND SKILL REQUIREMENTS**

1. High school diploma or GED

2. Certification as a Minnesota Certified Building Official Limited by the Minnesota Department of Labor and industry, or the ability to become certified within six
months of employment.

3. Three (3) years of experience in building inspection or working in the building, plumbing or heating trades.

4. Must have a valid Minnesota Class C Driver license and a good driving record.

5. Excellent communication skills both written and oral. Proficient in Microsoft Word, Excel and Outlook.

**DESIREABLE QUALIFICATIONS**

1. A.A.S or B.S. degree in construction management, architecture, public administration, building inspection of other related field.

2. Five or more years of municipal inspection experience working as a building inspector, code enforcement officer, or housing inspector.

3. Certification as a Minnesota Certified Building Official by the Minnesota Department of Labor and industry.

4. International Code Council (ICC) certifications such as Building Inspector, Combination Dwelling inspector, Plan Review, Accessibility Specialist, etc.

**PHYSICAL REQUIREMENTS**

1. Capable of safely performing physical actions necessary to conduct inspections at above or below ground level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approved:

[Signature]

City Manager  Date: 3/16/17