



**CITY OF RAMSEY**  
invites applications for the position of:

## **Building Inspector**

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**SALARY:** \$32.13 - \$35.35 Hourly

**OPENING DATE:** 01/29/21

**CLOSING DATE:** 02/21/21 11:59 PM

### **PRIMARY OBJECTIVE OF POSITION:**

The primary objective of this position is to assist the Building Official in ensuring that all new and existing residential and commercial/industrial development in the City complies with all applicable portions of the Minnesota Building Codes and applicable City Codes.

The 2021 salary range for this position is: Step 1 - \$32.13/hour through Step 6 - \$40.17/hour

This is a full-time forty (40) hours per week position

**\*\*This is an AFSCME union position\*\***

NOTE: Resumes must be uploaded to your application materials

### **MINIMUM QUALIFICATIONS:**

Minimum qualifications must include the following:

- Must be at least 18 years of age
- Must have a high school diploma or GED
- Must have a valid Minnesota driver's license in good standing
- Must have at least one (1) year of building inspections experience or two (2) years of building construction experience
- Must have a basic knowledge of building construction and requirements
- Must have basic Microsoft Office knowledge and skills

Desired Qualifications:

- Certification as a Building Official or Building Official Limited by the Minnesota Department of Labor & Industry
- Certification as a SSTS Inspector by the Minnesota Pollution Control Agency
- Graduate from an accredited technical school, and/or college or university in building inspection technology, structural engineering or architecture
- Experience with permitting software such as - Permit Information Management Software (PIMS) and ProjectDox

### **ESSENTIAL JOB FUNCTIONS:**

- Assist the Building Official with the review of building, sewer/septic, mechanical and plumbing permits
- Conduct inspections to ensure applicable code compliance for all new and existing structures
- Collect, record and maintain plan review and inspection records as needed
- Perform administrative code compliance activities with direction from the Building Official
- Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Building Inspector) of the Assistant City Administrator/Community Development Director, Building Official or their designee

## KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Minnesota Building Codes
- General knowledge of City of Ramsey zoning codes and ordinances
- Knowledge of soil conditions, construction methods and materials, building design, and the skills to apply them to the built environment
- Knowledge of safety standards, materials, techniques and code changes
- Knowledge of principles, practices, methods and techniques of conducting code related inspections
- Knowledge of applicable City codes
- Knowledge of methods, materials and equipment used in construction projects
- Knowledge and ability to interpret and apply pertinent Federal, state and local laws, codes and regulations
- Ability to perform inspection duties on a variety of construction projects
- Ability to read and interpret blueprints, plans and specifications
- Skills to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials to detect deviations from plans, regulations and standard construction practices
- Ability to perform applicable mathematical computations rapidly and accurately
- Ability to read, write and understand English
- Ability to interpret information, reach conclusions, and use logic to solve problems
- Ability to work alone, be self-motivated, adapt to situations involving the interpretation of Codes in an objective manner
- Ability to demonstrate integrity, honesty and fairness in all transactions
- Ability to work with residents and contractors in a courteous, tactful, and professional manner
- Ability to maintain effective working relationships with co-workers and supervisors
- Ability to navigate self around inspection sites and adhere to safety requirements
- Ability to perform the physical requirements of the Building Inspector

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityoframsey.com>

Position #11016  
 BUILDING INSPECTOR  
 SH

7550 Sunwood Drive NW  
 Ramsey, MN 55303

[shurd@cityoframsey.com](mailto:shurd@cityoframsey.com)

## Building Inspector Supplemental Questionnaire

\* 1. Are you 18 years of age or older?

- Yes  
 No

MQ

MQ

\* 2. Do you have a high school diploma or GED?

- Yes
- No

MQ

\* 3. Do you have a valid Minnesota driver's license in good standing?

- Yes
- I have a valid driver's license from another state
- No

MQ

\* 4. Do you have at least one (1) year of building inspections experience or two (2) years of building construction experience?

- I have at least one (1) year of building inspections experience and two (2) years of building construction experience
- At least one (1) year of building inspections experience
- At least two (2) years of building construction experience
- No

MQ

\* 5. Do you have a basic knowledge of building construction and requirements?

- Yes
- No

MQ

\* 6. Do you have basic Microsoft Office knowledge and skills?

- Yes
- No

SP

\* 7. Select your highest education level from the list below:

- High School Diploma or GED <sup>1</sup>
- Some college <sup>2</sup>
- 2 Year Associate's Degree <sup>6</sup>
- 4 Year Bachelor's Degree <sup>7</sup>
- Master's Degree Student or above <sup>8</sup>

8. If you answered that you have a college degree of some type, please tell us what field your degree is in.

\_\_\_\_\_

SP

\* 9. Describe your experience with MS Word.

- Less than 1 year of experience <sup>1</sup>
- 1 to 3 years of experience <sup>2</sup>
- 4 to 6 years of experience <sup>3</sup>
- 7+ years of experience <sup>4</sup>
- No experience <sup>5</sup>

SP

\* 10. Describe your experience with MS Excel.

- Less than 1 year of experience <sup>1</sup>
- 1 to 3 years of experience <sup>2</sup>
- 4 to 6 years of experience <sup>3</sup>
- 7+ years of experience <sup>4</sup>
- No experience <sup>5</sup>

SP

\* 11. Describe your experience with MS Outlook.

- Less than 1 year of experience <sup>1</sup>
- 1 to 3 years of experience <sup>2</sup>
- 4 to 6 years of experience <sup>3</sup>
- 7+ years of experience <sup>4</sup>
- No experience <sup>5</sup>

SP

\* 12. Are you currently certified as a Building Official by the Minnesota Department of Labor & Industry?

- Yes 12  
 No 0

(12)

13. If you are certified as a Building Official by the Minnesota Department of Labor & Industry, please indicate your certification number and expiration date in the space below.

\* 14. Are you currently certified as Building Official Limited by the Minnesota Department of Labor & Industry?

SP

- Yes 8  
 No 0

(8)

15. If you are certified as a Building Official Limited by the Minnesota Department of Labor & Industry, please indicate your certification number and expiration date in the space below.

\* 16. Are you currently certified as a SSTS Inspector by the Minnesota Pollution Control Agency?

SP

- Yes 8  
 No 0

(8)

17. If you are certified as a SSTS Inspector by the Minnesota Pollution Control Agency, please indicate your certification number and expiration date in the space below.

\* 18. Do you have experience working with Permit Information Management Software (PIMS) or another type of permitting software?

SP

- Less than 1 year of experience 1  
 1 to 3 years of experience 2  
 4 to 6 years of experience 3  
 7+ years of experience 8  
 Not PIMS, but another type of permitting software 2  
 No experience 0

(8)

19. If you answered not PIMS in the question above, please tell us what type of permitting software you have experience with and the number of years of experience you have with it.

\* 20. Do you have experience working with ProjectDox or another type of electronic plan review software?

SP

- Less than 1 year of experience 1  
 1 to 3 years of experience 2  
 4 to 6 years of experience 3  
 7+ years of experience 7  
 Not ProjectDox, but another electronic plan review software 2  
 No experience 0

(7)

\* 21. Do you have experience as a building code inspector?

SP

- Less than 1 year of experience 1  
 1 to 3 years of experience 2  
 4 to 6 years of experience 3  
 7+ years of experience 6  
 No experience 0

(6)

\* 22. Do you have experience in residential plan review?

SP

- Less than 1 year of experience 1
- 1 to 3 years of experience 2
- 4 to 6 years of experience 3
- 7+ years of experience 6
- No experience 0

(6)

\* 23. Do you have experience in commercial plan review?

SP

- Less than 1 year of experience 1
- 1 to 3 years of experience 2
- 4 to 6 years of experience 3
- 7+ years of experience 6
- No experience 0

(6)

\* 24. Do you have any experience working in a county, state or municipal environment?

SP

- Yes 4
- No 0

(4)

25. If you answered that you have experience working in a county, state or municipal environment, please tell us where you obtained this experience and the length of your employment there.

\* 26. I have uploaded a copy of my current resume to this application.

MQ

- Yes
- I wasn't able to upload it
- No

\* Required Question

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