

Job Description

Position Title: Building Inspector / Plans Examiner

Date: February 2022

Department: Community Development

FLSA Status: Non-exempt

Safety Sensitive Position: Yes

Primary Objective of Position

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 Code and applicable City Code. The position reports to the Building Official.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- 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 (within the ability and resources of the Building Inspector / Plans Examiner) at the verbal or written direction of the Building Official, the Community Development Director or their designee

Examples of Performance Criteria, 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, respectful and professional manner
- Ability to maintain effective working relationships with co-workers and supervisors
- Ability to navigate around inspection sites and adhere to safety requirements
- Ability to perform the physical requirements of the Building Inspector/Plans Examiner

Minimum Qualifications

- 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 basic knowledge of building construction and requirements
- Must have basic Microsoft Office knowledge and skills

Desirable Qualifications

- Five (5) or more years of experience conducting plan review and/or inspections within a municipal setting
- Certification as a Building Official or Building Official Limited by the Minnesota Department of Labor & Industry
- Delegation by the Minnesota Department of Labor & Industry to conduct plan reviews and/or inspections for State funded facilities
- Certification as a Subsurface Sewage Treatment Systems (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 Project Dox
- Certification as a residential and/or commercial Plans Examiner and/or Building Inspector by the International Code Council (ICC)

Supervision of Others

Not applicable.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties are typically performed indoors and outdoors.

Conditions of Employment

- Must comply with organizational and departmental policies
- Must adhere to safety policies and actively promote safe practices in the workplace based on annual safety training
- Driving is an essential function of this position

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

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB ACTIVITY REQUIREMENTS
Building Inspector / Plans Examiner

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting		x		
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling			x	
6	Carrying	x			
7	Climbing				x
8	Kneeling				x
9	Crawling				x
10	Crouching			x	
11	Bending at waist			x	
12	Reaching		x		
13	Handling Objects		x		
14	Repetitive Hand Motion		x		
15	Use of Arm Muscles over Extended Periods			x	
16	Use of Leg Muscles over Extended Periods			x	
17	Overhead Work				x
18	Stationary desk or bench work		x		

This job requires employees to be able to lift and carry up to 50 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating dangerous equipment		x
4	Operating motor vehicles	x	
5	Providing work direction to other employees		x
6	Working with chemicals	x	
7	Working near fumes and vapors	x	
8	Driving a City vehicle or personal vehicle	x	
9	Driving is an essential function of this job	x	
10	Subject to random DOT drug and alcohol testing		x