



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802

218-730-5210  
hrinformation  
@duluthmn.gov

DATE: September 6, 2022  
TO: Civil Service Board  
FROM: Chris Kohel  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Construction Services Combination Inspector

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CONSTRUCTION SERVICES COMBINATION INSPECTOR.**

### **Background Information/Summary of Job**

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Construction Services Combination Inspector was last revised in January 2015. The purpose of this position is to protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the city of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code. The major/primary changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

### **Recommendation**

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Construction Services Combination Inspector.

## **Construction Services Combination Inspector**

### **SUMMARY/PURPOSE**

To protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the City of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code.

### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### **SUPERVISION GIVEN**

Does not supervise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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 construction for compliance with approved building plans and applicable codes and regulations as a delegate of the Building Official and in keeping with building official policy and interpretation.
3. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established codes, ordinances, and zoning requirements.
4. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
5. Determine conformance problems, issue orders regarding correction of defective work, stop work orders, and citations for violations of applicable codes as required.
6. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
7. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
8. Coordinate with inspectors from other disciplines and well as with plans examiners to ensure, timely, efficient, thorough inspections and documentation through the construction process.
9. Coordinate inspectors, other City departments, and contractors for final approval and scheduling final inspections.
10. As a deputy of the Building Official, pursuant to Minnesota State Building Code, after conducting final inspection and approving completed work, systems, and documentation, provide signature on certificate of occupancy indicating all final inspections are complete and approved.
11. Consult with City Building Official, other team members, and state and other agencies, when necessary.
12. Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
13. Review permit applications and monitor work valuations provided by contractors to ensure proper fees are assessed.
14. Research permit and inspection histories as needed for administration of applicable codes.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
16. Assist with the process for demolition of damaged or unsafe buildings.
17. 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.

18. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
19. Operate City vehicle to, from, and around inspection sites.
20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
21. Other duties may be assigned.

### JOB REQUIREMENTS

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

1. Education & Experience Requirements
  - A. A minimum of six (6) years of related training and/or full-time, verifiable professional experience in residential or commercial construction.
  - B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Must obtain and maintain certification as a Certified Building Official from the Minnesota Department of Labor and Industry by date of hire.
3. Knowledge Requirements
  - A. Expert knowledge of the entirety of the Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
  - 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. Thorough knowledge of proper inspection methods and procedures.
  - E. Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
  - F. General knowledge of math for the purpose of measuring and computing construction costs.
  - G. General knowledge of traffic rules and regulations.
  - H. General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
  - I. General knowledge of code requirements and inspection methods in plumbing, HVAC&R, and other trade areas.
  - J. Knowledge of problem solving and conflict resolution techniques.
  - K. Knowledge of applicable safety requirements.
  - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
  - M. Skill in inspecting structures and construction for adherence to regulations, requirements, ordinances, and procedures.
  - N. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
  - O. Skill in estimating construction costs, including materials and labor, and completion schedules.
  - P. Skill in collaborating with others.
  - Q. Skill in applying requirements consistent with division and building official policy.
  - R. Skill in communication with permit holders, homeowners, and coworkers.

- S. Skill in maintaining good relationships and deescalating conflicts.
  - T. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - U. Skill in managing one's own time.
  - V. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to read, understand, and discuss building codes and other regulations.
  - B. Ability to apply complex technical regulations to details of construction to determine compliance.
  - C. Ability to observe construction work and conditions in buildings and exterior sites.
  - D. Ability to participate in training to update construction knowledge and expertise.
  - E. Ability to read and write reports regarding inspections and permits.
  - F. Ability to maintain accurate and complete records.
  - G. Ability to transport oneself to, from, and around various work sites.
  - H. Ability to interpret safety rules and apply them to various hazardous situations.
  - I. Ability to use a computer to maintain inspection records and write reports.
  - J. Ability to work outside in inclement weather.
  - K. Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.
  - L. Ability to effectively communicate with individuals and groups, both verbally and in writing.
  - M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - N. Ability to communicate and interact effectively with members of the public.
  - O. Ability to communicate effectively both orally and in writing.
  - P. Ability to understand and follow instructions.
  - Q. Ability to problem-solve a variety of situations.
  - R. Ability to set priorities and complete assignments on time.
  - S. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

#### Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: CK	Union: Basic	EEOC: Technicians	CSB:	Class No: 4740
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

## 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.

To protect the community, first responders, and property from hazard, injury, and destruction by ensuring that work by contractors and building owners is constructed in conformance with the Minnesota Building Code, under the authority of the Minnesota State Building Code and the building official, oversee construction in the City of Duluth through inspection of all construction work, including assisting with plumbing and HVAC inspections, and administration of the code.

### SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### SUPERVISION GIVEN

Does not supervise.

### 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.
2. Review the placement of structures for compliance with codes, approved building plans and applicable codes and regulations as a delegate of the Building Official and in keeping with building official policy and interpretation.
3. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established 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.
4. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
5. Determine compliance/conformance problems, issue notices/orders regarding correction of defective work, and perform re-stop work orders, and citations for violations of applicable codes as required.
6. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
7. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
8. Coordinate with inspectors from other disciplines and well as with plans examiners to ensure, timely, efficient, thorough inspections and documentation through the construction process.
9. Coordinate inspectors, other City departments, and contractors for final approval and scheduling final inspections.
- 6.10. As a deputy of the Building Official, pursuant to Minnesota State Building Code, after conducting final inspection and approving completed work, systems, and documentation, provide signature on certificate of occupancy indicating all final inspections are complete and approved.
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.~~11. Consult with City Building Official, other team members, and state ~~Building Codes and Standards Division~~other agencies, when necessary.
- ~~11.1. Operate City vehicle to, from, and around inspection sites.~~
12. Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
- ~~12.~~13. Review permit applications and ~~estimate building costs for accurate fee estimates~~ monitor work valuations provided by contractors to ensure proper fees are assessed.
- ~~13. Maintain computerized records of inspections made and actions taken.~~
- ~~14. Write and prepare forms and reports as required.~~
14. Research permit and inspection histories as needed for administration of applicable codes.
15. Attend training sessions, some involving overnight travel, and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
- ~~16. Assist with the process for demolition of damaged or unsafe buildings.~~
- ~~16.~~17. 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.~~18. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
- ~~19. Operate City vehicle to, from, and around inspection sites.~~
20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
21. Other duties may be assigned.
- ~~18.1. 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~~A minimum of a certified apprentice program plus three (3) six (6) years of related training and/or full-time, verifiable professional experience as a journey person in the same trade. This experience must include three (3) years in in residential construction and three (3) years in or commercial construction; or equivalent training and experience.
  - B. ~~Three (3) years of experience as a municipal inspector enforcing the building code.~~
  - B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or post-secondary coursework in building design, construction, or management.
2. License Requirement~~Requirements~~
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege ~~by the date of appointment and thereafter.~~
  - B. ~~Possess~~Must obtain 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~~Expert knowledge of the entirety of the Minnesota State Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work and application to construction projects.
  - 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. Thorough knowledge of proper inspection methods and procedures.
- E. Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.
- F. General knowledge of math for the purpose of measuring and computing construction costs.
- G. General knowledge of traffic rules and regulations.
- H. General knowledge of precautionary, safety, and fire prevention methods involved in construction work.
- I. General knowledge of code requirements and inspection methods in plumbing, HVAC&R, and other trade areas.
- J. Knowledge of problem solving and conflict resolution techniques.
- K. Knowledge of applicable safety requirements.
- L. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A-M. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.
- B-N. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
- C-O. Skill in estimating construction costs, including materials and labor, and completion schedules.
- D-P. Skill in communicating and working as a member of a team collaborating with others.
- Q. Highly proficient Skill in computer skills, applying requirements consistent with division and building official policy.
- R. Skill in communication with permit holders, homeowners, and coworkers.
- S. Skill in maintaining good relationships and deescalating conflicts.
- E-T. Skill in the operation of office equipment including Microsoft Office, but not limited to, general computer systems, job required software applications and email applications, the internet, and modern office equipment.
- 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-U. Skill in efficient managing one's own time management.
- K. Excellent communication skills, both orally and in writing.
- L. Skill in preparing written materials.
- M-V. Strong organizational skills completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to establish, read, understand, and maintain effective working relationships with contractors, workers, supervisors, peers, discuss building codes and the general public other regulations.
- B. Ability to apply complex technical regulations to details of construction to determine compliance.
- C. Ability to observe construction work and conditions in buildings and exterior sites.
- D. Ability to participate in training to update construction knowledge and expertise.
- B-E. Ability to read and write reports regarding inspections and permits.
- C-F. Ability to maintain accurate and complete records.
- D-A. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- E-G. Ability to transport oneself to, from, and around various work sites.
- F-A. Ability to participate in training to update construction knowledge and expertise.
- G-H. Ability to interpret safety rules and apply them to various hazardous situations.
- H-I. 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.J. ~~Ability to work outside in inclement weather.~~
- K. ~~Ability to establish and maintain effective working relationships with contractors, construction workers, peers, and the general public.~~
- L. ~~Ability to effectively communicate with individuals and groups, both verbally and in writing.~~
- M. ~~Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- N. ~~Ability to communicate and interact effectively with members of the public.~~
- O. ~~Ability to communicate effectively both orally and in writing.~~
- P. ~~Ability to understand and follow instructions.~~
- Q. ~~Ability to problem-solve a variety of situations.~~
- R. ~~Ability to set priorities and complete assignments on time.~~
- G.S. ~~Ability to attend work on a regular basis as scheduled and/or required.~~
- D. ~~Physical Ability to sit for extended periods of time.~~

HR: MS	Union: Basic	EEOC: Technicians	CSB: 01/06/2015	Class No: 4740
WC: 9410	Pay: 32	EEOC: Housing	CC: 01/26/2015	Resolution: 15-0063R

Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: CK	Union: Basic	EEOC: Technicians	CSB: _____	Class No: 4740
WC: 9410	Pay: _____	EEOC: Housing	CC: _____	Resolution: _____