



## Human Resources

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

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CONSTRUCTION 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 Inspector was last revised in February 1998. 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 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 Inspector.

## **Construction 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 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 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.
2. Review architectural and engineering plans, specifications, and other construction documents to ensure that they meet established codes, ordinances, and zoning requirements.
3. Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.
4. Determine conformance problems, issue orders regarding correction of defective work, stop work orders, and citations for violations of applicable codes as required.
5. Monitor assigned projects to ensure inspectors from all disciplines have approved installations prior to the covering of work.
6. Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.
7. Coordinate with inspectors from other disciplines and well as with Plans Examiners to ensure timely, efficient, thorough inspections and documentation through the construction process.
8. Coordinate inspectors, other city departments, and contractors for final approval and scheduling final inspections.
9. 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.
10. Consult with City building official, other team members, and state and other agencies, when necessary.
11. Maintain written and computerized records, forms, or reports of inspections made and other information as needed.
12. Review permit applications and monitor work valuations provided by contractors to ensure proper fees are assessed.
13. Research permit and inspection histories as needed for administration of applicable codes.
14. 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.
15. 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.
16. Attend and participate in division meetings, and serve as a member of the Construction Services and Inspections team.
17. Operate City vehicle to, from, and around inspection sites.

18. 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.
19. 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.
  - A. Accumulation of the minimum required points for application as a Minnesota State Certified Building Official-Limited (see MR 1301.0300) within one (1) year of hire date.
  - 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.
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 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. Skill in inspecting structures and construction for adherence to regulations, requirements, ordinances, and procedures.
  - B. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
  - C. Skill in estimating construction costs, including materials and labor, and completion schedules.
  - D. Skill in collaborating with others.
  - E. Skill in applying requirements consistent with division and building official policy.
  - F. Skill in communication with permit holders, homeowners, and coworkers.
  - G. Skill in maintaining good relationships and deescalating conflicts.
  - H. 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.
  - I. Skill in managing one's own time.

J. 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 worksites.
- 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: 5102 |
| WC: 9410 | Pay:         | EEOF: Housing     | CC:  | Resolution:    |

## Construction Inspector

SUMMARY/ PURPOSE: — Conduct inspections, review permits

To protect the community, first responders, and provide technical assistance for commercial, industrial property from hazard, injury, and residential 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 and building projects in the city of Duluth through inspection of all construction work and administration of the code.

### FUNCTIONAL AREAS:

#### 4. — 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

Inspect building construction, installation, alteration, and repair in residential, commercial, and industrial buildings and facilities construction for compliance with approved building plans and applicable codes and ordinances governing construction work.

1. \* A. — Inspect regulations as a delegate of the building footings and foundations for proper size, placement, and construction, and review the placement of structures for compliance with codes, ordinances, official and zoning in keeping with building official policy and planning requirements interpretation.

\* — B. — Inspect the quality of materials for wood framing, lathing, plastering, tiling, masonry Review architectural and engineering plans, specifications, and other construction work.

2. \* C. — Review diagrams, prepared plans, and specifications documents to ensure that they meet established codes, ordinances, and zoning requirements.

\* — D. — Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.

3. \* E. — Communicate effectively with the public, coworkers, and contractors to provide exceptional service and promote public safety.

4. — Determine conformance problems, issue notices orders regarding correction of defective work, advise on methods of correction, and perform re-inspection stop work orders, and citations for violations of applicable codes as required.

\* — F. — Issue citations or orders Monitor assigned projects to stop work that is in violation of the proper codes.

5. \* G. — Ensure that ensure inspectors from all work is performed in a safe manner using disciplines have approved methods installations prior to the covering of work.

\* — H. — Approve certification of final inspection when required.

6. \* I. — Coordinate with construction project managers and supervisors, design professionals, owners, and developers to coordinate inspections, required documentation, and project schedules.

7. — Coordinate with inspectors from other disciplines and well as with Plans Examiners to ensure timely, efficient, thorough inspections and documentation through the construction process.

8. — Coordinate inspectors, other city departments, and contractors for final approval and scheduling final inspections.

9. — 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.

10. ~~Consult with Building Official~~ City building official, other team members, and state Building Codes and Standards Division ~~other agencies, when necessary.~~
1. ~~\* J. Operate City vehicle to, from, and around inspection sites.~~
2. ~~Do related work as required.~~
11. ~~\* A. Maintain written and computerized records, forms, or reports of inspections made and actions taken~~ other information as needed.
- \* ~~B. Write and prepare forms and reports as required.~~
12. ~~\* C. Review permit applications and estimate building costs for accurate fee estimates~~ monitor work valuations provided by contractors to ensure proper fees are assessed.
13. ~~\* D. Research permit and inspection histories as needed for administration of applicable codes.~~
14. 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.
15. ~~\* E. 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.~~
16. ~~\* F. Attend and participate in division meetings, and serve as a member of the Building Inspection~~ Construction Services and Inspections team on related projects.
17. Operate City vehicle to, from, and around inspection sites.
- \* ~~G. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.~~
18. ~~\* H. Perform other related~~ 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.
19. Other duties as may be assigned.

#### JOB REQUIREMENTS

4. 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 and Experience: Requirements

- A. ~~A. Successful completion of a certified apprentice program in Carpentry or Masonry plus three (3) minimum of six (6) years of related education and/or full-time, verifiable professional experience as a journey carpenter or mason. This experience must include three (3) years in residential construction and three (3) years in commercial construction.~~
- A. Accumulation of the minimum required points for application as a Minnesota State Certified Building Official-Limited (see MR 1301.0300) within one (1) year of hire date.
- B. Preferred – Completion of apprenticeship in a construction trade, building inspection technology courses, national model building code certification, or equivalent training and experience post-secondary coursework in building design, construction, or management.

##### 2. License Requirement: Requirements

- A. ~~H. A. Possession of~~ Possess and maintain a valid Minnesota driver's Class D driver's license or privilege by the date of appointment and thereafter.

##### 3. Knowledge: Requirements

- A. ~~H. A. Extensive~~ 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. ~~H. B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.~~
- C. G. Knowledge of City of Duluth zoning ordinances and regulations.

- ~~D. H D.~~ Thorough knowledge of proper inspection methods and procedures.  
~~E. E.~~ Thorough knowledge of legal procedures involved in the enforcement of building codes and ordinances.  
~~F. H 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.  
~~A. I.~~ General knowledge of code requirements and inspection methods in other trade areas.  
~~I. 4.~~ Knowledge of problem-solving and conflict-resolution techniques.  
J. Knowledge of applicable safety requirements.  
K. Knowledge of, or the ability to learn, City policies and procedures.

3. Skill: Requirements

- ~~A. H A.~~ Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.  
~~B. H B.~~ Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.  
~~A.C. H C.~~ Skill in estimating construction costs, including materials and labor, and completion schedules.

5. Ability:

- ~~D. H A.~~ Skill in collaborating with others.  
~~E. Skill in applying requirements consistent with division and maintain effective working building official policy.~~  
F. Skill in communication with permit holders, homeowners, and coworkers.  
G. Skill in maintaining good relationships with contractors, workers, supervisors, peers, and and deescalating conflicts.  
H. Skill in the operation of office equipment including, but not limited to, general public computer systems, job required software applications, the internet, and modern office equipment.  
~~A. H B. Ability to read and write reports regarding inspections and permits.~~  
~~A. H C. Ability to maintain accurate and complete records.~~  
~~A. H D. Ability to effectively communicate with individuals and groups, both verbally and in writing.~~  
I. Skill in managing one's own time.  
J. Skill in completing assignments accurately and with attention to detail.

2. Ability Requirements

- A. Ability to read, understand, and discuss building codes and other regulations.  
B. Ability to apply complex technical regulations to transport oneself details of construction to, from, and around various determine compliance.  
C. Ability to observe construction work and conditions in buildings and exterior sites.  
~~D. H F.~~ Ability to participate in training to update construction knowledge and expertise.  
~~E. H G.~~ 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 worksites.  
H. Ability to interpret safety rules and apply them to various hazardous situations.  
~~I. H.~~ Ability to use a computer to maintain inspection records and write reports.  
~~H 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.  
~~H J.~~ Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.  
J. Ability to work outside in inclement weather.

- K. ~~H~~ ~~L~~ 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 on a regular basis as scheduled and/or required.

\* Essential job functions.

~~H~~ Job requirements necessary on the first day of employment. 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.

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|---------------------|--------------|---------------|------------|-------------------|
| HR: <del>MSCK</del> | Union: Basic | EEOC: _____   | CSB: _____ | Class No: 5102    |
| WC: 9410            | Pay: _____   | EEOF: Housing | CC: _____  | Resolution: _____ |