

CHIEF BUILDING INSPECTOR

SUMMARY/PURPOSE

To coordinate and oversee the application of building codes and ordinances by conducting inspections, reviewing plans and permits, and providing recommendations and interpretations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct and oversee inspections of sites, construction, remodeling, and similar activities.
2. Interpret and enforce provisions of the building code, zoning requirements, and other laws and regulations related to the construction and modification of buildings and structures, including plumbing, electrical, and HVAC systems.
3. Interpret complex regulations and approve equivalents in the use of materials and methods.
4. Determine conformance problems, issue notices regarding correction of defective work, advise on methods of correction and perform re-inspection.
5. Issue citations or orders to stop work that is in violation of the proper codes.
6. Ensure that all work is performed in a safe manner using approved methods.
7. Approve certification of final inspection when required.
8. Train team in safe and proper work methods and procedures.
9. Monitor work for compliance with established methods, guidelines, standards and procedures.
10. Review work of team members for completeness and quality, and provide feedback as needed.
11. Provide information and instruction to assigned team verbally and in writing as needed.
12. If designated, assume the duties and responsibilities of the state-designated Building Official for the City of Duluth as those duties and responsibilities are defined by Minnesota and any other relevant statutes.
13. Consult with the State Building Codes and Standards Division and other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing and zoning.
14. Issue violation orders when appropriate.
15. Collect and organize evidence of violation and complete charge sheets for the City Attorney as appropriate.
16. Serve as a witness in court cases when required.
17. Represent the division as directed.
18. Maintain computerized records of inspections made and actions taken.
19. Write and prepare forms and reports as required.
20. Review permit applications and estimate building costs to determine accurate fees.
21. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
22. Serve as 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.
23. Attend and participate in division meetings, and serve as a member of the Construction Services Division team on related projects.
24. In collaboration with the supervisor, organize and direct the work activities of assigned team, determine work priorities, assignments, and work schedules.
25. Provide input on decisions regarding the hiring and discipline of personnel.
26. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
27. 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 below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Three (3) years of experience as a municipal construction inspector.
2. License Requirements
 - A. Possess and maintain a valid Minnesota driver's license or privilege.
 - B. Possess and maintain certification as a Minnesota Building Official.
 - C. Certification as a Plans Examiner or Construction Inspector preferred.
3. Knowledge Requirements
 - A. Extensive knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations and manuals governing building construction, installation and repair.
 - B. Extensive knowledge of safe and proper methods of building construction, installation and repair.
 - C. Extensive knowledge of architectural design principles and building construction methods.
 - D. Extensive knowledge of construction materials and their appropriate uses.
 - E. Knowledge of proper inspection methods and procedures.
 - F. Knowledge of legal procedures involved in the enforcement of building codes and ordinances.
 - G. Knowledge of precautionary, safety and fire prevention methods involved in construction work.
 - H. Knowledge of code requirements and inspection methods in related construction trade areas.
 - I. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting legal descriptions, building plans, specifications, technical codes, and ordinances.
 - C. Skill in estimating construction costs, including materials, labor, and completion schedules.
5. Ability Requirements
 - A. Ability to establish and maintain effective working relationships with contractors, workers, supervisors, peers and the general public.
 - B. Ability to read and write reports regarding inspections and permits.
 - C. Ability to maintain accurate and complete records, both paper and computer.
 - D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
 - E. Ability to interpret safety rules and apply them to various hazardous situations.
 - F. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - G. 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.
 - H. Ability to maintain confidential information.
 - I. Ability to use good judgment in decision-making.
 - J. Exhibit leadership qualities of dependability and accountability.
6. Physical Ability Requirements
 - A. Ability to frequently walk and climb, and to occasionally stoop, kneel, crouch, crawl and reach overhead in order to conduct inspections inside and outside of buildings.

- B. Ability to see well enough to perform duties such as trace plumbing and color-coded wires; gauge sizes, distances and physical relationships; place items accurately; read and interpret blueprints and technical manuals; use a computer; and operate a vehicle.
- C. Ability to occasionally lift and carry items up to 40 pounds such as ladders for conducting overhead inspections.
- D. Ability to work outside in inclement weather.
- E. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
- F. Ability to attend work on a regular basis.

HR:	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 1755
WC: 9410	Pay: 36	EEOF: Housing	CC:	Resolution: