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| <u>BUILDING INSPECTOR II</u> DEPARTMENT OF COMMUNITY DEVELOPMENT CITY OF WINONA, MINNESOTA | JOB DESCRIPTION | |
| | REPORTS TO: BUILDING OFFICIAL | |
| | DIRECTLY SUPERVISES: NONE | |
| | | APPROVED: EBS |

SUMMARY:

The Building Inspector under general supervision; inspects buildings and structures at various stages of construction, alteration, and repair to enforce the proper building, plumbing and mechanical codes, State Statutes and City ordinances. Inspects rental units, dwellings, and commercial buildings for code violations and to determine hazardous conditions. Work involves the responsibility for careful visual and physical inspection for inadequate natural lighting and ventilation; foundation, walls, floors, ceilings and roofs; habitable area, sleeping space, space use, location requirements, sanitation facilities, plumbing, heating, means of egress, approved water supply and other areas where there may be inadequacies. Performs other inspections for Statute and ordinance compliance as required. Employee in this position works with considerable independence, but all work is subject to review by the department head.

ESSENTIAL FUNCTIONS OF THE JOB:

- Makes field inspections of commercial, industrial, and residential buildings to see that construction, alterations or maintenance being done complies with provisions of the building, plumbing, fire, mechanical codes, State Statutes and City ordinances.
- Checks to see that buildings and structures are being constructed in a safe manner and in accordance with approved plans, specifications and site plans.
- Checks the quality of materials and the methods of construction for all construction work.
- Make inspections of existing buildings to determine hazardous conditions.
- Inspects dwellings and dwelling units for inadequacies and reports findings in writing.
- Looks for construction or alterations being performed without proper building, plumbing, mechanical and electrical permits.
- Assists building official with plan checks and related duties.
- Confers with contractors, builders and the general public in the field and office, explains and interprets requirements and restrictions.
- Ability to deal with difficult, occasionally hostile, public.
- Handles conflict between individuals or refer to agencies.
- Refers special problems to Building Official.
- Keeps records and prepares notices and reports, assists in issuing permits, certificates and various petitions.

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- Being a liaison for the city with the general public.
- Assists with Rental Housing Inspections and Fire/Life safety inspections of Rental Housing.
- Issues citations for ordinance and building code violations and attends court as a representative of Inspections Department.
- Schedules and conducts reinspections of properties to ensure dwellings comply with correction orders.
- Attend specialized training courses/seminars.
- Any other job related duties as assigned.

QUALIFICATION 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School Graduate or hold GED Certificate.
- Two-year college degree in a related field or equivalent is required.
- A valid Driver's License is required.
- Three years of responsible experience in building construction work is required.
- Three years of inspection experience under the direct supervision of a Building Official.
- Certification by the State of Minnesota as a Building Official or Building Official-Limited.

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence.
- Ability to give verbal presentations and speeches.
- Ability to read and interpret documents and procedural manuals (codes, statutes, ordinances and regulations).
- Ability to interpret blue prints.
- Ability to document information.
- Ability to communicate with the general public.
- Knowledgeable in the construction fields (terminology).
- Knowledge of Business English and spelling.

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates ratios and percentages.
- Ability to read structural charts and calculates structural loads for the structural integrity of buildings.

OTHER SKILLS AND ABILITIES:

- General knowledge of computer operations.
- Considerable skill in using computer programs.
- Ability to use mathematical instruments such as calculators, architect rules and compass.
- Ability to calculate building permit fees and process both cash and check payment transactions.
- Knowledge of office procedures and use of office machines.
- Ability to review and interpret building plans and specifications.
- Considerable knowledge of methods, techniques, tools, materials and equipment used in building construction
- Knowledge of Data Privacy rules and regulations.
- Knowledge of OSHA regulations and Minnesota State Statutes and ability to research same.
- Ability to establish and maintain effective working relationships with City personnel and other private or public agencies.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Driver's License.
- Certification by the State of Minnesota as a Building Official, or Building Official-Limited.

MINIMUM QUALIFICATIONS:

- High school graduate or hold GED Certificate.
- Two-year college degree in a related field or equivalent.
- A valid Driver's License.
- Certification by the State of Minnesota as a Building Official, or Building Official-Limited.
- Three years of responsible experience in the building construction field is required.
- Three years of inspection experience under the direct supervision of a Building Official.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently talks or hears; frequently stands, walks, sits, climbs or balances, stoops, kneels, crouches or crawls and reaches with hands and arms and smells.

This employee must frequently lifts up to 25 pounds and occasionally lifts up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, works with fumes or airborne particles, toxic or caustic chemicals, works in outdoor weather conditions, extreme cold or extreme heat, risk of electrical shock and vibration. Occasionally exposed to explosive chemicals. The noise level in the work environment is moderate to very loud noise.