



City of Hopkins

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Position Title:	Plumbing & Mechanical Inspector
Classification Title:	Building Inspector
Department:	Community Services - Inspections
Supervisor:	Chief Building Official
FLSA Status:	Non-Exempt, Regular Full-Time
Grade:	9
Salary:	\$27.90-\$37.67

### **PRIMARY OBJECTIVE OF POSITION:**

Under general supervision of Building Official, this position performs highly skilled professional and technical work in the review and approval of plumbing, mechanical building plans, as well as conducting a variety of inspections to insure that the MN State Plumbing, Mechanical, Building Code, City's Code and other related codes, laws and standards, are met.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs inspections on residential, non-residential, commercial and industrial construction properties to enforce, and ensure compliance with all State building codes
- Reviews building and construction, including mechanical, and plumbing, plans, and permit applications, to determine information accuracy and completeness; ensure all application criteria are met; and/or ensure compliance with State and City building codes
- Coordinates with internal departments, personnel, external agencies, the public, and other interested groups, including applicants, contractors, engineers and homeowners, to facilitate department operations, including issuing permits
- Prepares, reviews, maintains, approves, and/or updates reports, records, files, and other documentation; and maintains, updates, and/or enters/retrieves information into/from databases, archives, and/or online systems
- Performs other duties of a similar nature or level.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

Knowledge of

- MN Building, Plumbing & Mechanical Codes & Construction principles and methods;
- Documentation methods;
- Customer service principles;
- Applicable Federal, State, and Local laws, codes, rules, regulations, and guidelines;
- Construction inspection methods;



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- Plan review methods;
- Safe work practices;

#### Skills

- Reading construction drawings and/or specifications;
- Interpreting and applying applicable laws, codes, rules, regulations, and guidelines;
- Inspecting construction projects;
- Utilizing tools and equipment of the trade;
- Documenting observations;
- Providing customer service;
- Communicating effectively, both verbally and in writing with co-workers and the public;

#### **QUALIFICATIONS:**

##### MINIMUM EDUCATION AND EXPERIENCE:

1. Associate's degree or two-year technical certificate in Building Inspection Technology or Plumbing or Mechanical related field; or an equivalent combination of education and experience.
2. Knowledge of State construction codes and practices.
3. Minimum twelve months prior municipal experience in building code enforcement.
4. Minimum twelve months commercial and residential plan review experience or equivalent.
5. Must have an automobile and a valid driver's license.

##### LICENSING REQUIREMENTS:

Minnesota Licensed Master or Journeyman plumber or Building Official

#### **DESIRED QUALIFICATIONS:**

1. MN Building Official Certification
2. ICC Mechanical Inspector
3. Building Inspection Technology Certificate
4. One year prior Municipal code enforcement experience in Mechanical and Plumbing code enforcement (may be concurrent with building code enforcement experience)
5. Prior experience in building trades



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**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.