



## City of Cloquet Job Description

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**POSITION:** Building Official - Code Enforcement Inspector  
**DEPARTMENT:** Community Development  
**REPORTS TO:** Community Development Director

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### SUMMARY

Performs difficult technical and administrative work overseeing the administration and enforcement of State and international building codes and related ordinances such as the Housing Code; performs building inspections and reviews construction plans making determinations regarding compliance status with all building codes; provides information to the public to assist in achieving compliance with City codes and ordinances; maintains records related to building & housing code enforcement, permit issuance and other department operations.

### ESSENTIAL FUNCTIONS OF THE POSITION

Inspects construction projects to ensure structural and architectural components are in compliance with all building construction and fire codes as required by the Minnesota State Building Code and local ordinances and maintains complete and accurate record of all such inspections and related actions and provides similar information to the customer.

Provides assistance to architects, engineers and contractors concerning structural, mechanical and architectural issues and designs. Reviews and approves building construction plans to ensure compliance with applicable building, mechanical, and plumbing code compliance in addition to local regulations such as zoning, subdivision, signage, erosion control, environmental protection and any other development or land use related and building codes, code, ordinance, or and standard.

Provides assistance and recommendations of alternate methods of construction to meet the intent of each related code

Prepares compliance orders as necessary, conducts re-inspections and implements appropriate enforcement actions

Conducts investigations and responds as necessary to resolve complaints on building and housing, and rental housing related matters. Resolves compliance problems and complaints with owners within scope of knowledge and authority by responding to such complaints,

performing property inspections and issuing warnings and citations.

Conducts cross inspections as necessary

Provides technical information regarding building and housing codes and related procedures and basic overview of zoning and subdivision codes

Processes applications for permits, including building, plumbing, mechanical, electrical, etc.

Explains, interprets, and provides guidance regarding all applicable codes to all contractors, owners, architects, engineers and other staff through meetings, phone, and other communication techniques such as letters and reports

Review current trends and developments in the field of construction, and recommends revisions to codes, ordinances and regulations. Conducts educational programs for contractors

Works in a team environment with the Fire District, City Engineer, Community Development Director, and others to implement noted concerns in building/development plans

Prepares evidence and testifies in court on code violation cases

Keeps necessary records, prepares a variety of reports and correspondence on inspection, code compliance, enforcement matters and other correspondence with customers.

Verifies contractor licensing and maintains list of local licensed contractors

Attends training, seminars, or schools to stay current on codes, standards and codes issues; maintains required CEU's for certification

Oversees building & housing code portion of the City website including procedural forms, information, and fees

Performs other duties as apparent or 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/or EXPERIENCE**

High School diploma or GED and three or more years of experience as a building inspector or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Must have or be able to obtain Building Official Certification from Department of Labor and Industry (Masters License)

Obtain University of Minnesota Erosion and Storm Water Construction Site Management Certification within 1 year of hire

### **PREFERRED EDUCATION AND EXPERIENCE**

Prior experience in commercial and residential construction. One year of specialized/technical training in building inspections and the International Building code. Possess ICC certifications for commercial and residential building inspector.

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

1. Possession of a valid driver's license
2. Maintain current certification(s)
3. Knowledge of the Minnesota State Building Codes
4. Knowledge of construction terminology
5. Knowledge of laws, regulations and ordinances governing area of assignment

### **TRAVEL**

Travel is primarily local during the business day

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare reports and correspondence. Skill in reading and interpreting legal descriptions, building plans, specifications, codes and ordinances. Ability to communicate effectively in both oral and written forms. Ability to read and write reports regarding inspections and permits, and the ability to maintain accurate records. Ability to establish and maintain effective working relationships with supervisors, co-workers, elected officials, homeowners, private and public agencies, contractors, consultants and the general public.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Skill in estimating construction costs and completion schedules. Knowledge of current costs of materials and labor. Knowledge of elementary engineering.

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

**Communications.** Must be able to actively listen to others and be able to assess needs and situations of individuals. Must have the ability to speak and write English clearly. Must be able to read and interpret correspondence, memoranda and directives. Must be able to follow written and verbal instructions. Must be able to effectively represent the City and its operations to the public.

**Decision Making.** Must be able to act in a decisive manner, using good judgment. Must have a working knowledge of administrative processes as it directly relates to city operations. Must be able to use knowledge of operations and issues to assist with the assessment of needs. Must be able to act effectively in emergency and stressful situations.

**Interpersonal Relationships.** Must be able to work with all people in all situations excluding any personal biases, which may exist. Must have the ability to accept criticism and discipline and deal with improving performance. Must have tact and diplomacy and be able to promote a cooperative atmosphere within the city operations as well as with the public.

**Professional Attitude.** Must be able to present an attitude of professionalism while still maintaining the values and attitudes of the community. Must be able to work with various groups within the City and represent the City to outside organizations in a businesslike manner. Must be able to establish and maintain effective and respected working relationships with co-workers.

**Quality of Work.** Must be able to utilize work time properly, productively, in a focused manner, and under time constraints. Must be able to provide quality, accurate work and be able to detect and make corrections as needed.

### **Other:**

- Thorough knowledge of Minnesota State Building Codes, and City of Cloquet Zoning Ordinance, housing code, rental housing code, and other subdivision/land use regulations.
- Considerable knowledge of methods, techniques, tools, materials and equipment used in building construction.
- Knowledge of architectural design principles and building construction methods and materials.
- Ability to review and interpret building plans and specifications.
- Knowledge of land description and survey methods.
- Ability to conduct inspections and document findings.
- General knowledge of computer operations, including the ability to learn and use computer programs, including Microsoft Office (Word, Excel, Access, Publisher) or Adobe.
- Skill in basic graphics including drafting, statistical data presentation and report layout.

## **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 is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl, and climb ladders.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.