



**CITY OF ARDEN HILLS
POSITION DESCRIPTION**

Position Title:	Building & Code Enforcement Inspector
Department:	Community Development
Accountable to:	Building Official
Positions Supervised:	None
Status:	Regular Full Time, Non-Exempt

May 2024

PRIMARY OBJECTIVES

Performs intermediate skilled technical work administering, supervising and managing the issuance of all building permits for commercial, industrial, and residential projects, ensuring building code and construction-related code enforcement compliance, assisting with plan reviews and inspections, responding to resident calls, assisting with walk-in customers, writing detailed reports and related duties as assigned. Acts as the City's Code Enforcement Officer for Public Nuisances. Work is performed under the limited supervision of the Building Official.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function 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.

ESSENTIAL FUNCTIONS OF THE POSITION

Conducts inspections of new or remodeled buildings for compliance with applicable codes and ordinances governing construction, plumbing, mechanical, housing and zoning.

- Consistently and fairly interprets codes in a professional manner.
- Conducts inspections in a businesslike and impartial manner that commands the respect of contractors and property owners.
- Makes inspections as scheduled to avoid causing unnecessary delays in construction.
- Inspects all types of structures for compliance with all aspects of the City and State Building Codes, including but not limited to building, plumbing and mechanical requirements. Also responsible for enforcing compliance with all City zoning regulations and other relevant City codes.
- Assists residents, building owners, designers, and contractors with interpretation of City Codes and finding solutions to problems and concerns.
- Follows up on violations or code issues to ensure that corrective action has been taken.
- Responds to public inquiries and complaints.
- Records and maintains appropriate records and documentation.

Assures review and approval of all requests for building or remodeling permits and issues appropriate permits.

- Checks plans for compliance with existing building, plumbing, and zoning requirements.
- Reviews requests with Building Official or Department Head to ensure proper interpretation and implementation of City policies, plans and programs.
- Calculates Building Permit fees and ensures that all fees are assessed accordingly to facilitate the timely collection of such fees.

Identifies code violations and recommends to property owners and/or contractors the steps necessary to achieve compliance.

- Maintains appropriate records of all inspections, citations, etc., for future reference.
- Communicates effectively with contractors and property owners to ensure compliance with regulatory codes and City ordinances.

Follows up on all zoning and City code violations noted to ensure that appropriate action has been taken.

- May discuss with Building Official and City Attorney the basis for a citation to determine legal justification.
- Assists Building Official in inspecting projects to assure final product complies with City ordinances and any special conditions required by City Council action; withholds Certificate of Occupancy for non-compliance.

May assist Building Official and other staff in reviewing development proposals; makes recommendations when appropriate, compliance to code and ordinance for items including:

- Identifying potential code/building problems prior to Planning Commission/Council consideration.

Interprets codes and ordinances upon request by interested parties to ensure a clear understanding of and compliance with regulations.

- Keeps updated on regulatory codes and their interpretation.
- Maintains appropriate certification by State as a Building Inspector.

Participates with the Building Official in administering flood plain regulations for the City of Arden Hills to ensure the safety in the Flood Zone.

- Recognizes potential hazards to the public health and safety. Recommends and follows through to see that appropriate ordinances and regulations are established to eliminate the public health and safety hazard.
- Assures compliance with State and Federal flood control regulations on a day-to-day basis and works with local agencies and Watershed District to ensure flood safety.

Assists the Building Official and Planner in handling and responding to Zoning Ordinance violations and complaints, and makes inspections to protect the health and safety of the public.

- Recognizes potential hazards to the public health and safety; reports and follows through to see that corrective action is taken.
- Keeps updated on regulatory codes and their interpretation.

Represents the City of Arden Hills in a manner that commands respect of the public, contractors, and citizens.

- Attends meetings as assigned or as requested when matters relate to responsibilities assigned.

Keeps the Building Official, Planner and Department Head informed of important developments that may be of interest to them, and makes recommendations where changes in policy should be considered.

EDUCATION and/or EXPERIENCE

Associate's degree or Certification in relevant fields and considerable experience in construction and municipal inspections, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of all types of building construction materials and methods; general knowledge of stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge of State building and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public and effect satisfactory working relationships; ability to demonstrate firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with associates.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 50 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions and occasionally requires lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

SPECIAL REQUIREMENTS

Building Official Certification or Limited Building Official - State of Minnesota.
Valid driver's license.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CITY OF ARDEN HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

NON-DISCRIMINATION POLICY

The City of Arden Hills does not discriminate
on the basis of handicapped status
in the admission or access to or treatment or employment
in its programs and activities.
