

Job Class: Project Consultant
Working Title: Trainee Project Consultant

Apply By: 11/13/17

Travel Required: Yes

Salary Range: \$ 22.76- \$33.42 hourly, \$47,523- \$69,781 annually

To Apply: Go to <https://mn.gov/mmb/careers> enter Job ID **17200**

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

This position is a temporary unclassified appointment expected to last 9 months. The Construction Codes and Licensing Division (CCLD) Trainee program provides on the job development opportunities to individuals who want to enhance their knowledge of building codes as it applies to the inspection process in construction. This Trainee will be exposed to and receive technical direction from subject matter experts within the Department of Labor and Industry and municipalities in Building Inspection Boiler/High Pressure Piping (HPP), Electrical, Elevator, and Plumbing units; and Manufactured Structures, Building and Plumbing Plan Review, Licensing and Enforcement, Recovery Fund, and Education, and Rules, and Code Development. The CCLD Trainee will provide routine technical assistance to contractors, inspectors, and building code officials regarding MN Code, State and Federal Statutes requirements.

Job duties include:

- Review construction documents/plans for application of site and federal code requirements so plans can be approved that comply with building codes and standards
- Administer, monitor, audit and evaluate assigned projects so that project strategies are carried out and objectives are met
- Develop an inspection checklist, inspect construction projects, and complete inspection reports
- Administer provisions of the state building code by providing enforcement of state and federal statutes and regulations

Minimum qualifications:

- Building Inspection Technology Certificate or Associate degree in related field, i.e. construction management, public works, etc.
OR
MN Certified Building Official or MN Certified Limited Building Official

- Proficiency with software such as Microsoft Office, Word, Excel, and Outlook
- Critical thinking and analytical skills sufficient review and interpret drawings, specifications, plans, and other technical information
- Ability to inspect the work of others to determine compliance with statutes, rules and codes that are within the authority of the Department
- Customer service skills sufficient to establish and maintain effective working relationships with a broad base of clientele
- Excellent verbal communication skills sufficient to communicate complex technical information to diverse audience
- Excellent written communication skills to prepare comprehensive and concise written reports
- Valid MN driver's license

Preferred qualifications:

- Building construction experience
- Municipal building inspection experience
- International Construction Coeds (ICC) certified building inspector
- Experience managing construction projects or business activities involving multiple employees or contractors

How to Apply:

Go to: <https://mn.gov/mmb/careers/> enter Job ID **17200**. If you are unable to apply online, please contact the job information line at 651/259-3637. For additional information about the application process, go to: <http://www.mn.gov/careers> .

Contact:

If you have questions about this position, please contact Maggie Strugala at Maggie.Strugala@state.mn.us or 651/284/5119.

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The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.

