

EMPLOYMENT OPPORTUNITY

Title: Construction Code Representative 2

Apply By: 12/28/2017

Travel Required: Yes up to 50%

Salary Range: \$29.00 - \$ 43.13 hourly, \$60,552 - \$ 90,055 annually

To Apply: Go to <https://mn.gov/mmb/careers> enter Job ID **18669**

This position covers the State of Minnesota. The position will work from St. Paul DLI office.

This position inspects building construction projects to verify compliance with approved plans and the state building code and provides administrative assistance to and review of Municipal Building Officials and Departments to ensure proper administration of building codes.

Job duties include:

- To monitor and review performance of municipalities and holders of state agreements in administration of the code.
- Provide assistance to municipalities in their administration of the state building code.
- Review and approve building plans and specifications by preparing plan review reports addressing code deficiencies on Public Buildings and State Licensed Facilities.
- Inspect building construction projects, and verify compliance with approved construction documents and state building codes on Public Buildings and State Licensed Facilities.
- Prepare written correction notices; maintain records according to retention of records requirements.
- Investigate, report and follow through on complaints registered regarding application, administration and enforcement of the state building code.
- Participate in disaster events.
- Perform other duties as assigned.

Minimum qualifications:

- Must be certified as a Building Official by the State of Minnesota.
- Valid driver's license.
- Must have at least five (5) years of experience applying the principles, practices and methods of building construction and building codes as demonstrated in building code administration; review and approval or disapproval of building plans; and conducting building inspections to determine compliance with Minnesota building codes.
- Demonstrated ability to establish and maintain effective working relationships with department staff, government, industry, and the general public.
- Strong human relations skills; written and verbal communications skills.
- Strong conflict resolution skills, and ability to handle difficult or confrontational situations that are encountered in work assignments.

- Ability to travel in-state and out-state, as necessary.

Why Work For DLI

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.

How to Apply

Go to <https://mn.gov/mmb/careers/> enter **Job ID 18669**. 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 the position, contact Maggie Strugala at maggie.strugala@state.mn.us or 651.284.5119

AN EQUAL OPPORTUNITY EMPLOYER

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.