

EMPLOYMENT OPPORTUNITY

Job Class: Construction Code Representative 1

Apply By: 08/09/2018

Travel Required: Yes

Salary Range: \$28.15 - \$41.76 hourly, \$58,777 - \$87,195 annually

To Apply: [CCR1 Job ID 25457](#)

This position exists to administer the provisions of the State Building Code by providing enforcement of state and federal regulations pertaining to licensing of manufacture home constructors, dealers and installers by applying the principals and application of the provisions contained in the State's Manufactured Housing and Prefabricated Buildings Codes as well as certain State and Federal Statutes and Rules.

Responsibilities include:

- To review manufacturer's construction plans and documents for application of state and federal code requirements so that plans can be approved that comply with manufactured homes and modular/prefabricated buildings to construction codes and standards. Conduct modular building plant audits and certifications of all Industrialized Building Commission (IBC) approved builders located within Minnesota. Conduct inspections of prefabricated buildings builders constructed in or for shipment into Minnesota.
- To conduct on-site audits of manufactured home installations to evaluate inspectors and installers for manufactured homes throughout the state to ensure compliance with minimum standard for manufactured home completion of new homes and relocated homes installations prior to occupancy by consumer.
- To provide technical support and consultation to industry personnel, and respond to consumer complaints involving Interpretation and enforcement requirements of the state code and standards.
- To conduct quality control program reviews to assure compliance or help
- through auditing practices, and develop correction methods for the manufacturer to institute to establish cause of repetitive occurrences or class of defects and preventative actions to be taken.
- To provide program education and outreach assistance to the CCLD Education unit staff as needed so that consumers and constituents are kept informed of educational licensing requirements, and to inform clientele of code requirements, administration and limits related to prefabricated and industrialized/modular structures.

Perform other duties as assigned

Minimum qualifications:

It is the policy of Labor and Industry (DLI) that all employees submit to a driver's license check prior to employment when driving a vehicle is a requirement of the position. Possession and maintenance of a valid driver's license is required for this position.

Four (4) years of experience in the field and Certification as a Combination Inspector, Building Inspector, Plans Examiner or Building Inspection Technology Certificate.

Strong understanding of state, local and federal regulatory functions in order to correctly address code-related matters affecting regulators and constituents at these levels of government.

Thorough knowledge of the applicable state and federal statutes, codes, and rules in order to provide competent technical consultation or on-site evaluation services to division clientele.

Thorough knowledge of and/or experience in either the regulation or quality control of manufactured homes and/or prefabricated buildings in order to provide competent technical consultation or on-site evaluation services.

Ability to review questions, plans, construction, and reports for relevance, accuracy, correlation and completeness.

Ability to effectively communicate in writing and verbally and in public speaking forums.

Preferred qualifications:

Industrialized Modular Building Certification as either a plan reviewer or inspector.

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 25457**. 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> .

Effective July 1, 2009, legislation provides that the top five Recently Separated Veterans (RSV), who apply and meet the qualifications for the vacancy, must be granted an interview. To be considered a Recently Separated Veteran (RSV), you must meet all of the following criteria:

- 1) Have separated under honorable conditions from any branch of the armed forces of the United States;
- 2) Have served on active duty for 181 consecutive days or more or for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty;
- 3) Be a United States citizen or resident alien;
- 4) Have served in active military service at any time on or after September 11, 2001 as shown on your form DD-214.

To be considered under this legislation, you must meet all of the Minimum Qualifications identified in this posting; meet all of the above RSV criteria; and submit a copy of your DD-214 form by the closing date via mail, e-mail or fax to: Maggie Strugala 443 Lafayette Road N, St. Paul, MN 55155, or Maggie.Strugala@state.mn.us , or fax 651-284-5723.

Effective August 1, 2012, legislation provides state agencies with the option to appoint certain disabled veterans on a non-competitive basis if you meet all of the following criteria:

- 1) Meet service requirements and have a verified service-connected disability rating of at least 30%.
- 2) Provide qualifying documentation verifying the disability.
- 3) Meet all of the Minimum Qualifications identified in this posting.

To be considered under this legislation you must submit all documentation by the closing date via mail, e-mail or fax to: Maggie Strugala 443 Lafayette Road N, St. Paul, MN 55155, or Maggie.Strugala@state.mn.us , or fax 651-284-5723.

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.