

## **HVAC/Plumbing Inspector (Building Inspector II)**

### **JOB SUMMARY:**

The City of Forest Lake is currently recruiting for a HVAC/Plumbing Inspector (Building Inspector II). This position reviews plans and conducts inspections with an emphasis on heating, ventilation, air conditioning and plumbing.

The HVAC/Plumbing Inspector position is authorized by the Chief Building Official to enforce the HVAC/Plumbing provisions contained in the Minnesota State Building Code. The HVAC/Plumbing Inspector position reviews and inspects the design, construction, alteration, demolition, and repair of all items covered by the Minnesota Mechanical and Plumbing Code on all properties within the City. Specifically this position administers the rules and regulations, and enforces the laws as adopted per the Minnesota State Building Code (MSBC) related to fire, life safety, health, and the public welfare.

This position has the responsibility for performing plan reviews, inspections and evaluations of mechanical and plumbing systems and installations for all new and existing buildings in accordance with the Minnesota State Mechanical and Plumbing Code. This position is the liaison to other departments/divisions for questions or concerns involving design, operation and maintenance of mechanical and plumbing systems. The position also serves as the technical code advisor and professional resource to the construction community, architects, engineers, and owner's representatives.

### **EXAMPLES OF DUTIES:**

- Reviews residential and commercial plans, and construction documents, to ensure they meet state codes, federal regulations, city ordinance, and reviews permit applications to ensure they reflect the work onsite.
- Investigates project site for conformance with existing conditions as needed.
- Reviews technical documents to verify code and safety compliance in both electronic and paper format. Identifies life safety hazards, construction deficiencies, energy code compliance, sanitation and health hazards, and other related code issues.
- Interprets and raises awareness of known code impacts to projects. Reviews for both prescriptive and performance based design.
- Reviews and recommends acceptance or denial of alternative design requests to the building official for approval.
- Reviews deferred submittals and change documents for approval throughout the construction process, to ensure code compliance.
- Consults with all stakeholders during construction to facilitate flow of information with other internal and external regulatory agencies. Communicates as the situation dictates.

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- Utilizes computer software to conduct electronic plan reviews, record and update field inspections, schedule daily activities, provide information to supervisor and to receive direction, as needed.
- Conducts inspections of materials and methods during various stages of construction and remodeling to ensure compliance with state codes, federal regulations, city ordinance, and approved plans. Identifies life safety hazards, construction deficiencies, energy code compliance, sanitation and health hazards, and other related code issues.
- Issues correction orders that may include timed compliance, immediate closure and stop work orders. Documents and initiates corrective action to enforce code compliance.
- Provides back-up field inspections for other inspectors for mechanical/plumbing, and for building permitted work.
- Keeps informed of code changes and the impact of new legislation on code enforcement.
- Participates in professional development training.
- Researches new materials and methods of construction.
- Performs related duties and responsibilities as required.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Possession of or ability to obtain an appropriate, valid Minnesota driver's license.
- Five years of experience as an HVAC and/or plumbing inspector, or three years of experience as an HVAC technician and/or journeyman plumber.
- Certification by the State of Minnesota as a Building Official or by ICC as a Residential Mechanical Inspector, or Fuel Gas Inspector, or licensed by the State of Minnesota as a journeyman or master plumber.

### **DESIRED QUALIFICATIONS:**

- Specialized training in a related field.
- Experience in building inspection.
- Ability to obtain a state delegation.

### **SALARY RANGE:**

\$30.82 - \$38.53 per hour (as of July 1, 2019)

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**SUPPLEMENTAL QUESTIONNAIRE:**

1. Do you meet the minimum requirement of 3 years of experience as an HVAC and/or plumbing inspector; or 3 years of experience as an HVAC technician and/or journeyman plumber?  
 Yes       No
2. If you answered yes, please describe your experience as it relates to the above question.
  
3. Please check all certifications below that you currently have.
  - a. State of MN as a Building Official Certification
  - b. ICC as a Commercial or Residential Mechanical Inspector, or Fuel Gas Inspector
  - c. Licensed by the State of MN as a journeyman or master plumber
  - d. None of the above
4. Do you have experience with electronic permitting software such as PIMS, Permit Works, Accela or similar software?  
 Yes       No
5. Do you have experience with electronic plan review software such as Blue Beam, Adobe Acrobat or similar?  
 Yes       No
6. Do you have experience using Microsoft Office Products such as Outlook, Word and Excel?  
 Yes       No

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