

City of Minneapolis
 Employment Services Division
 250 South 4th Street, Suite 100
 Minneapolis, MN 55415
 612/673-2282
 612/673-2508 Fax
 Website: www.ci.minneapolis.mn.us

**INSPECTOR, Building Trades, WARM AIR HEATING,
 AIR CONDITIONING, AND VENTILATION**

aka HVAC Inspector

Exam 001197 - Open Monday, May 22, 2006 through Friday, June 2, 2006

Hourly	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SALARY:	\$26.76	\$27.01	\$27.25	\$27.47	\$27.65	\$28.56	\$29.42	\$31.14

POSITION INFORMATION:

- There is currently one (1) full-time, non-exempt vacancy to be filled.
- Employees may be assigned to work outside the normal 8:00 a.m. - 4:30 p.m. workday.

Primary Responsibilities:

- To ensure public safety and health, make site visits using applicable State and local codes, standards and ordinances while inspecting new, replaced and altered commercial and residential warm air heating, air conditioning, ventilation, air handling and smoke control equipment.

Job Duties:

- Obtain compliance with codes by issuing orders and legal citations to contractors, building owners, residents and appearing in court as necessary to protect the safety and health of the public.
- Investigate reported hazards, ordinance violations and complaints from residents and City officials; gather information and compose reports on findings by conducting site visits and communicating with affected parties to enable resolution of the problem.
- Keep up to date with changing codes and trade technology to prevent substandard or unapproved installations in new or existing buildings.
- Prepare daily reports of inspections and investigations and maintain accurate records.
- Perform other duties as assigned.

Working Conditions: Primarily in the field with exposure to the elements and construction sites with dust, dirt, noise, etc.; maneuver around sites, climb ladders, etc.; drive City vehicle; occasional office work

APPLICATIONS ACCEPTED:

Dates: 05/22/06 through 06/02/06

Phone: 612-673-2282

Contact: City of Minneapolis Human Resources Office

Email Address: loren.heine@ci.minneapolis.mn.us

SELECTION PROCESS:

An evaluation of related education/experience/selected Supplemental responses, an oral exam, etc., may be utilized (100%). The right is reserved to limit the number included in any process. If invited to an interview, you may be asked to fill out an employment inventory/assessment, perform a work simulation exercise, etc.

Background Check: Required; see below

Drug/Alcohol Test: Required; see below

Driver's License Check: Required; see below

Supplemental Application: Required; see below

Resume: You may submit your resume along with your official City application.

**ELIGIBLE LIST WILL EXPIRE SIX (6) MONTHS AFTER BEING ESTABLISHED.
 The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.**

REQUIREMENTS, ETC., CONTINUED ON THE BACK

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REQUIREMENTS:

Anyone may apply.

Experience:

- Five (5) years of full-time verifiable experience in the installation of warm air heating and ventilation systems or as a municipal Warm Air Heating, Air Conditioning, and Ventilation Inspector. This experience must have been obtained within the past 10 (ten) years.
- **Note:** In detail, describe the actual duties/tasks for which you were responsible.

License:

- Must possess/maintain a valid Minnesota Driver's License while employed in this position.

Competency Card:

- **IMPORTANT NOTE:** To be employed as a Minneapolis Mechanical Inspector, you must hold a current Journeyman or Master Warm Air Minneapolis Certificate of Competency Card. **(You may apply without one, but you are not eligible to interview without holding one.)** If you currently do not hold this required Competency Card, contact Experior immediately at 1-800-742-8738 or on-line at www.experioronline.com/mplscon.asp to receive application materials for the Competency Card test. If you hold a current St. Paul Certificate of Competency Card (and meet our other requirements), you could be eligible for an interview but, if hired, would need to then obtain the Minneapolis Card. If you have a Minneapolis or St. Paul Card, you **must submit a copy of it with your City application.** By the application closing date, you may fax it to Loren's attention at 612-673-2508. Without it, your application will be deemed as incomplete.

Certificate:

- Within one (1) year of appointment, incumbent must attain/maintain certification as a Mechanical Inspector from a nationally recognized certifying agency (International Conference of Building Code Officials, International Code Council, International Association of Plumbing and Mechanical Contractors, etc.). Continued employment is contingent upon this. The certification required will be based on State codes in effect and recognized by the State of Minnesota. As part of an internal career development program, the Inspections Division will assist the employee in obtaining said certification.

Background Check:

- The City has determined that a criminal background check is necessary for certain positions with this job title. Applicants must sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be further considered for the position.

Drug/Alcohol Screening

- An offer of employment in this job may be contingent on passing drug and alcohol testing.

Supplement:

- **FOUR (4) QUESTIONS ATTACHED** (or see our Receptionist). It is your responsibility to respond to the questions and then submit those responses with your official City application. Without them, your application will be deemed as incomplete.

Competencies:

- There is a set of required job competencies associated with this position. It is your responsibility to rate yourself on the attached Competency Checklist and to submit that completed form with your official City application. Without it, your application will be deemed as incomplete.

Other Specifications:

- Display good negotiation and communication skills
- Able to effectively deal with elected officials, department employees, contractors and the public

Equivalency:

- An equivalent combination of related education/experience may be considered. The Competency Card requirement (above) must be adhered to.
- Note: Heed the "Experience Note" above and, if utilizing education in attempting to meet this equivalency, note that an interview will not be granted without submitting copies of transcripts (showing successful completion of coursework). You are highly encouraged to submit them **now** with your official City application.