

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, PLUMBING

Exam 001198 - 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:	\$25.80	\$26.05	\$26.29	\$26.51	\$26.69	\$27.60	\$28.46	\$30.18

POSITION INFORMATION:

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

Primary Responsibilities:

- Under supervision, conducts field inspections (site visits) of new and remodeled/altered plumbing and gas piping systems as defined in City ordinances to assure compliance with established State and local codes and standards.

Job Duties:

- Investigate complaints regarding such work through site visits and interviews and prepare reports of findings for supervisor
- Write orders for correction of code violations
- Prepare daily reports of inspections and investigations
- Keep up-to-date with changing codes and trade technology to prevent substandard or unapproved installations
- Issue violation tags
- Prepare facts for court summons and testify in court as required
- 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

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 Screening: Required; see below

Driver's License Check: Required; see below

Supplemental Application: Required; see below

Resume: You may submit your resume 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 verifiable experience as a Journeyman or Master Plumber (in the installation, repair and service of plumbing and gas systems/piping and equipment) or a municipal Plumbing Inspector. This experience must have been obtained within the past ten years.
- **NOTE:** Be explicit in explaining the duties you actually performed.

Licenses:

- Must currently hold a State of Minnesota Plumber's License (or one from any state with reciprocity with Minnesota). This license must be maintained as current.
- You must submit a copy of your Plumber's License with your application. It must be received in our office by the application closing date. Deliver, mail it or, you may fax it to Loren's attention at 612-673-2508. **Without it, your application will be deemed as incomplete.**
- Possess and maintain a valid Driver's License during employment in this position

Competency Card:

- **IMPORTANT NOTE:** To be employed as a Minneapolis Plumbing Inspector, you must hold a current Journeyman or Master Plumbing 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/mpplscon.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.

Certificates:

- In order to pass probation, the incumbent must attain and maintain a State of Minnesota Master Plumbers License or certification as a Plumbing Inspector from a nationally recognized certifying agency (International Conference of Building Code Officials, International Code Council, International Association of Plumbing and Mechanical Officials, etc.). The certification required will be based on State codes in effect and recognized by the State of Minnesota. In the event the State has not adopted a model code, the employer shall require that the employee be certified by a recognized agency. As part of an internal career development program, the Inspections Division will assist the employee in obtaining the above certification in accordance with the current labor agreement.

Supplement:

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

Background Check:

- The City has determined that a criminal background check is necessary for 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 Testing:

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

Competencies:

- There is a set of required job competencies associated with this position. It is your responsibility to complete the attached self-rating Competency Checklist and submit it with your application. Without it, your application will be deemed as incomplete.

Other Specifications:

- Able to display good negotiation, customer service, and oral communication skills while dealing effectively with elected officials, department employees, contractors and the public
- Able to work effectively with minimal supervision
- Able to render decisions firmly with good judgment and impartiality

Equivalency:

- With the submitted proof of the required Plumber's License (see above), an equivalent combination of related experience/education may be considered. Also, the Competency Card requirement (above) must be adhered to.
- **Note:** If attempting to meet minimum qualifications in this way, be certain to heed the "Note" under "Experience" above. Also note that an interview will not be granted without submitting copies of transcripts (showing successful completion of coursework). You are encouraged to submit them **now** with your application.

APPLICATIONS ACCEPTED:

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

Contact: City of Minneapolis Human Resources Office

Phone: 612-673-2282

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