

## CONSTRUCTION CODE REPRESENTATIVE 1

### **KIND OF WORK**

Advanced professional state construction codes and regulatory compliance work.

### **NATURE AND PURPOSE**

Under limited supervision an employee in this class performs regulatory work including the review and evaluation of construction plans, specifications, and documents; interpreting specifications; inspecting and testing various construction elements, structures, equipment or systems for compliance with industry standards, codes, and specifications to safeguard the safety, health, comfort, and security of building occupants.

Work involves complex application and interpretation of state building code, state or national electrical code, plumbing code, mechanical code, boiler and pressure vessel code, high-pressure piping code, elevator code, and sub codes; and administrative rules and procedures. Code representatives have specializations for an area of the Minnesota Building Code and serve as job experts in a specialized area of complex and newly established or revised building codes. Performs other related work as required.

When the position is responsible for providing program direction as the chief person organizing a code adoption process or educational program, chairing committees, directing and assigning work to Construction Code Representatives 1 or building officials in the municipalities, or is the department's regional building official with complete authority to start an investigation, then the Construction Code Representative 2 classification is more appropriate. The complexity, level of independence, quality and quantity standards differentiate between this classification and the Construction Code Representative 2 classification.

**EXAMPLES OF WORK** (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Review construction plans, specifications, blueprints, layouts, sketches, quality control manuals, and other related documents for building and related construction under delegated authority in a specialized area.

Provide code interpretation, advice, and technical assistance to a broad range of industry clientele including design professionals, engineers, architects, and general contractors on installation, maintenance, operation, etc. of equipment or systems on acceptable

alternatives to achieving compliance; and on the application and enforcement of applicable licensing and inspection laws.

Recommend the issuances of approvals and certificates or permits when all requirements have been met where applicable.

Conduct required inspections of buildings and systems; manufacturing plants of manufactured structures; boilers and pressure vessels; of electrical, elevators, and plumbing systems to ensure compliance with the appropriate building codes and regulations, and prepare written documentation of inspections.

Check materials to be used, and inspect placement of materials to ensure that they are of the type, quality, and grade specified in the approved plans and specifications and that they meet necessary performance standards established in the regulations of construction.

Check materials used by testing gauges, checking safety devices and calculating safe pressures for operation.

Recommend enforcement actions where code violation is determined.

Ensure that all required inspections are conducted within the time limitations established in the regulations, policies and procedures.

Maintain inspection schedules established by the regulations and department policy and ensure that projects within the assigned area of responsibility are inspected at critical points.

Issue onsite warning citations and stop work orders in cases of serious violations of regulations or codes, or restrict operation of equipment or objects, which might endanger the safety, health, and/or welfare of the public or building occupants.

Witness systems and equipment testing to ensure code compliance.

Address licensing issues when in the field including license entities and licensing violators of law.

Maintain required inspections records and files in both electronic and hard copy form.

Prepare inspection reports containing complete findings, conclusions, and recommendations and relevant supporting documentations that can withstand public scrutiny and that can be admissible in the court of law.

Establish and maintain cooperative working relationships with architects, engineers, construction personnel, owner representatives, and with local enforcement officials in the assigned municipalities.

Provide input on codes development, and revision to existing codes, and to the delivery of education on code to clientele in an assigned area of specialization.

Provide Licensing recommendations of the trades.

Coordinate and/or participate in committee meetings, co-chair committee and advisory meetings and represent department at municipal government meetings, national model code business meetings, national chartered building official chapter meetings, organized code official group sessions, etc. discussing and explaining construction codes activities.

Provide training to industry representatives; or develops and conducts training and education seminars, presentations; or provides one-on-one education in an area of code representative specialization so industry professionals and constituents can have an understanding in construction and code compliance.

Investigate complaints and incidents of violation of licensing laws, and refer to Enforcement Services personnel for appropriate enforcement action.

Investigate incidents of improper permitting filing and payment of fess, and resolve issues through administrative actions without enforcement referrals or delinquent elevator operating permits.

Testify at court and in administrative hearings, at contestation proceedings on behalf of the state, and act as expert witness to assist local officials in legal disputes.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency or units.

## **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED**

Knowledge of:

Extensive knowledge of relevant industry standards, specifications, regulations, and codes and various phases of building construction related to the installation or operation of building related systems in ares of inspector specializations such as electrical, elevator, plumbing, boiler and pressure vessels, high-pressure piping, and other related mechanical systems.

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

Thorough knowledge of the standard practices, techniques, materials and tools of the trade and of a specialized construction trade and of the rules and regulations of the Minnesota Code to effectively provide technical interpretation and advice or consultative assistance to clientele.

Thorough knowledge of applicable permit and inspection processes and the points at which inspections must be conducted including the ability to determine if additional inspection fees are warranted, and to ensure that the database/data systems reflect accurate information for invoicing customers.

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

General knowledge of all phases of building construction in order to provide competent technical consultation or on-site evaluation services to clientele in areas of specialization including structural, electrical, plumbing and heating systems; building material properties; principles of engineering; building manufacturing procedures; operation of inspection or approval agencies; objectives of quality control procedures.

Thorough knowledge of tests and checks used to determine the construction and condition of buildings, structures, equipment and systems to ensure code compliance.

The proper placement of materials and equipment used in building or structures, material, equipment, and labor services used in the construction and alteration of buildings.

Basic inspection tools and test methods.

Skill in:

The use of specialized equipment in the assigned area of specialty.

Awareness and general understanding of requirements and codes related to installations, but extensive understanding in area of specialty.

Listening, communicating verbally and in writing; and accurately communicating corrections order, directions, policy interpretations and applicable law to clientele.

Applying technical research and/or analysis through review of questions, plans, construction documents and reports to determine relevance, accuracy, code compliance and completeness.

Human relations to establish and maintain effective working relationships.

Problem solving to reach substantial rational conclusions on matters requiring technical depth and/or consultation.

Ability to:

Read and interpret preliminary and detailed plans and specifications and to determine their compliance with Construction Code regulations and adopted subcodes.

Make complete and impartial inspections.

Utilize computerized tools sufficient to record complete and accurate inspection documents, access and interpret related database information, and complete other agency required documents or forms (employee payroll and expense reports, inspection related queries, other related reports).

Evaluate on-site quality control programs.

Prepare inspection reports.

Prepare violation notices.

Calculate applicable permit or violation fees.

Accurately determine construction defects at the time of on-site inspection.

Establish cooperative working relationships with local inspection forces, owners, contractors, architects, engineers, and others with an interest in construction code enforcement.

Organize field assignments and analyze problems.

Conduct required field trips, inspections and investigations.

Negotiate and resolve problems in the field.

Comprehend, analyze and interpret complex laws, regulations, policies, standards, and procedures and apply them to specific situation.

Prepare correspondence.

Maintain records, reports and files.

Prepare reports containing findings, conclusions and recommendations.

Utilize various types of electronic and/or manual recording and information systems used by the department or related units.

Read, write, speak, understand, or communicate in English sufficiently to perform the duties of the positions.

Meet the physical and mental requirements of the position.

Est.: 09/71

Rev.: 10/73, 05/78, 11/88, 3/90, 9/15, 8/12

TC: 9/89

Former Title(s):

Building Code  
Inspector  
Building Code  
Representative