



The CITY OF BURNSVILLE  
Invites applications for the position of:

# Code Enforcement Inspector

An Equal Opportunity Employer

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<b>OPENING DATE:</b>	<b>12/14/2020</b>
<b>CLOSING DATE:</b>	<b>1/18/2021</b>
<b>STARTING SALARY:</b>	<b>\$35.4942/hr - \$38.2062/hr, Depending on Qualifications</b>
<b>SALARY RANGE:</b>	<b>\$35.4942/hr. - \$44.2676/hr.</b>

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## DESCRIPTION:

The City of Burnsville is recruiting for a Code Enforcement Inspector. This position is responsible for the administration, investigation, and enforcement of the City of Burnsville code enforcement program to ensure that all public and private property are maintained in compliance with applicable city codes including, but not limited to building, property maintenance, zoning, rental licensing and other related laws. Duties include the inspection and ordinance enforcement for various types of licensed businesses including, but not limited to rental properties and massage facilities. This position involves significant contact with the public, answering questions, responding to complaints, routine inspections, writing reports and letters, and managing multiple code cases until resolution.

## ORGANIZATIONAL VALUES

Our values:	Your contribution:
<b>Collaboration:</b> we value people and perspectives	<ul style="list-style-type: none"><li>• Collaborate skillfully with residents and businesses to find successful resolution of code enforcement issues.</li></ul>
<b>Innovation:</b> we are on the leading edge	<ul style="list-style-type: none"><li>• Provide accurate risk assessments of assigned investigations using training, technology and science-based information. Develop and utilize educational materials that are inclusive and cutting edge.</li></ul>
<b>Excellence:</b> we expect the best	<ul style="list-style-type: none"><li>• Maintain the highest ethical standards and integrity by treating all residents with respect and</li></ul>

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## APPLICATIONS MAY BE FILED ONLINE AT:

[www.burnsville.org](http://www.burnsville.org)

OUR OFFICE IS LOCATED AT:  
100 Civic Center Parkway  
Burnsville, MN 55337  
P:952-895-4472

	dignity. Stay knowledgeable about changing laws and current trends.
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## **ESSENTIAL JOB FUNCTIONS:**

**Performs inspections of rental properties and property maintenance complaints as assigned.**

- Maintain accurate documentation and complete case files to substantiate violations
- Serve as the point of contact for inquiries regarding complaints or questions regarding codes in the assigned area(s).
- Interpret and apply City enforcement policies as approved by the City Council or as authorized.
- Exercise sound judgment and discretion in resolving violations. Must be able to interact with the public in receiving and responding to complaints under sometimes-difficult situations.
- Effectively and tactfully, communicate violations to property owners and tenants following appropriate department procedures and due process.
- Work closely with other City departments as assigned. Inspectors may assist other city departments as directed or necessary.
- Attends and/or present at property owner/manager informational and educational meetings. Participates in professional activities to represent the City.
- Serve as the point of contact for inquiries regarding complaints or questions regarding codes in the assigned area(s).
- Other duties as assigned or apparent.

**We believe strongly in collaboration and our employees perform a variety of duties as a part of their role to promote the best possible service to the public.**

- As a valuable part of our organization, actively contributes ideas to make us better.
- Looks for opportunities to be on the leading edge of public service.
- Other duties as assigned or apparent.

## **WORKING CONDITIONS:**

Work is performed both indoors and outside throughout the year. Occasionally may interact with agitated, upset or demanding people. Caution must be taken if entering potentially unsafe structures or unsanitary conditions

## **MINIMUM QUALIFICATIONS:**

Valid driver's license with a high school diploma, GED, or equivalent with two years' previous experience as a building, housing, property maintenance, environmental health, or code enforcement inspector. Efficient with common administrative software products including but not limited to Microsoft products and International Code Council (ICC) certification as a Property Maintenance and Housing Inspector or ability to obtain within one year of employment.

## **DESIRABLE QUALIFICATIONS:**

Preferred qualifications include a bachelor's degree in housing, construction, environmental health or related field, Building Inspection Technology (BIT) certificate, ICC Certifications a residential building inspector. Experience using code enforcement/business or licensing software for municipalities. Three or more years' municipal experience as a building, housing, property maintenance, environmental

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health or code enforcement inspector. Previous experience managing rental properties and administering housing, rental, business license or other licensing programs. Bilingual

**EXAMINATION:**

- Training and Experience Rating
- Oral Interviews
- Must pass background check

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