



**CITY OF SAINT PAUL**  
invites applications for the position of

## **Sheet Metal Inspector**

[www.stpaul.gov/jobs](http://www.stpaul.gov/jobs)

**OPENING DATE:** 01/25/19

**CLOSING DATE:** 02/13/19 at 04:30 PM

**SALARY:** \$41.61 - \$43.26 Hourly  
\$86,548.80 - \$89,980.80 Annually

**JOB TYPE:** Unclassified

**DEPARTMENT:** Department of Safety & Inspection

**VACANCIES:** 1

### **GENERAL DUTY STATEMENT:**

Performs full-performance inspections to ensure that sheet metal installations involving heating and ventilation are done according to approved plans and specifications and in accordance with pertinent portions of the Minnesota State Building Code. Inspects and reports on installations and alterations of sheet metal work to assure that approved materials are used and proper workmanship is performed. Orders and enforces corrections on items that are not in compliance. Witnesses tests of mechanical installations, equipment, and materials. Interprets code to fit both typical and unusual situations. Performs other related duties and responsibilities as required.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions for this position are identified in the Supplemental Information section of the [Sheet Metal Inspector Job Description](#).

### **REQUIREMENTS:**

High School or Vocational School Diploma and possession of an official certificate evidencing the completion of an apprenticeship as a sheet metal worker, such as is issued by the State of Minnesota, and five years of experience as a journey-level sheet metal worker.

Or, a High School or Vocational School Diploma and eleven years of experience in sheet metal work, at least seven years of which must have been as a journey-level sheet metal worker.

Candidates must possess a Certificate of Competency issued by the City of Saint Paul or the City of Minneapolis as a journey-or master-level warm air and ventilation worker.

Candidates must possess and maintain a valid Minnesota Class D Driver's License, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.

### **BY CLOSING DATE, YOU MUST:**

Submit a City of Saint Paul online application, including answers to the Supplemental Questionnaire.

**SELECTION PROCESS INFORMATION:**

**Open Job Posting:** This posting is open to anyone who meets the position requirements.

**Unclassified Position:** This is an UNCLASSIFIED position and is therefore not governed by City Civil Service Rules. All who meet the criteria and requirements stated on the job posting will be placed on a hiring list for approximately one year. Hiring Managers may interview/hire anyone from the list.

**Final Selection Process:** A Hiring Manager will consider applicants placed on the list of eligible candidates. You will be notified if you are invited to participate in the final selection process which may include an interview, job simulation, work sample submission, or other evaluation method.

**Condition of Employment:** This position will require a medical examination, driver's license check, drug test, and a background check which may include criminal history, and employment history as a condition of employment. The City of Saint Paul encourages individuals to apply for positions regardless of criminal history.

**Human Resources Contact Information:**

**Sandy Kimbrough at 651-266-6510**

200 City Hall Annex  
25 West Fourth Street  
Saint Paul, MN 55102  
Fax: 651-266-6490  
E-mail: [jobs@stpaul.gov](mailto:jobs@stpaul.gov)

**To refer back to this information, we recommend you print this job posting before you apply.** For technical assistance regarding the online application, please call **1-855-524-5627** during regular business hours.

**Veteran's Preference:** If you are a veteran and would like to receive Veteran's preference in accordance with MN Statute 197.455, you must submit a photocopy of your DD214 preferably at time of application. Click [here](#) for more information.

**An Affirmative Action Equal Opportunity Employer**

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SUBMIT APPLICATIONS AND ADDITIONAL MATERIALS ONLINE:  
[www.stpaul.gov/jobs](http://www.stpaul.gov/jobs)

Exam Number# 19-01510  
SHEET METAL INSPECTOR  
SK

Office of Human Resources: 651-266-6500

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**Sheet Metal Inspector Supplemental Questionnaire**

- \* 1. Documentation of work experience referred to in the supplemental questions must be included in the application. Your education, training, and experience are subject to verification. I understand that giving false information, failure to accurately represent myself, or not providing required documentation as listed on the job announcement will result in disqualification from this position.
- Yes
- \* 2. How many years of journey-level sheet metal worker experience do you have?
- Less than five years
- At least five years, but less than seven years

- Seven or more years
- I do not have journey-level sheet metal worker experience

\* 3. Do you possess a Certificate of Competency issued by the City of Saint Paul or the City of Minneapolis as a journey-level or master-level warm air and ventilation worker?

- Yes    No

\* 4. Do you Possess a valid driver's license? (The license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment.)

- Yes    No

\* Required Question