



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	BUILDING INSPECTOR		
Department:	Community Development		
Supervisor:	Chief Building Official		
Date:	February 2012	Position No.	CE/3
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for coordinating and conducting inspections for residential, industrial, and commercial properties and for enforcing the city's adopted construction codes. An incumbent in this position may be designated Senior Building Inspector.

Job Scope:

The purpose of this position is to coordinate inspections for residential, industrial, and commercial properties. Successful performance helps ensure the construction of safe structures and compliance with city and building codes.

Essential Duties and Responsibilities:

1. Communicates with developers and agencies to provide research data, city information, and government program assistance for industrial, economic, downtown, and neighborhood development, redevelopment, and revitalization initiatives and efforts.
2. Inspects commercial and residential buildings during construction to ensure compliance with building, electrical, mechanical, and plumbing codes. Includes but limited to: set back ordinances, footings, and foundations, all the way through completion.
3. Investigates and follows up on complaints received from the Mayor, City Council, and/or local citizens.
4. Reviews residential, industrial, and commercial plans for structural and non-structural code compliance.
5. Writes and issues building, electrical, plumbing, and mechanical permits.
6. Reviews permit requests for building additions, accessory buildings, and roofing, siding, electrical upgrades, plumbing upgrades and mechanical upgrades.
7. Interacts with contractors, business owners, and homeowners in person or by telephone regarding construction and inspection issues.
8. Find and correct violations – from initial proceeding to finalization.

9. Track building permits.
10. Performs administrative duties.
11. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED with a minimum of 2 years of inspection experience in residential, commercial inspections or related field
2. Must be proficient with all products in the Microsoft Office Suite
3. Knowledge of municipal government practices preferred
4. Missouri drivers license
5. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of community and economic development principles, practices, and techniques. In addition, the position requires knowledge of laws, ordinances, regulations, and policies of various government agencies as they affect the business community and economic development efforts.
2. International Building Code
3. International Residential Code
4. National Electrical Code
5. International Plumbing Code
6. International Mechanical Code
7. International Fuel Gas Code
8. American's Disability Act (ADA)
9. State Statues Lead Based Paints
10. Asbestos location and removal
11. Various City Ordinances
12. Knowledge of city and department policies and procedures.
13. Skill in operating a computer.
14. Skill in using measurement tools, electrical test equipment, and metal detectors.

15. Skill in reading plans and blueprints.
16. Skill in interpersonal relations.
17. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances.
2. International building, electrical, plumbing and mechanical codes.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

Complexity:

The work consists of varied technical inspection and enforcement duties. The volume of work and time constraints contribute to the complexity of the work. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, builders, contractors, other city employees, architects, engineers, utility company personnel, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed either while sitting at a desk or table with intermittent standing or outdoors. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office or outdoors. Work may involve the prolonged use of the telephone and personal computer. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, safety glasses and work boots.