

Job Posting



BUILDING INSPECTOR

Planning Department

The City of Webster Groves is accepting applications for a full-time building inspector. Under the direction of the building commissioner, the primary responsibilities are to ensure the general health, safety and welfare of the public within the City through various codes and ordinances. Conducts field inspections, conducts research to ensure that the proper code section is cited in determining a violation, performs the duties of plan reviewer and code enforcement as needed, issues notices of violation or stop work orders as needed, and prepares evidence files for use by the prosecuting attorney. Enters inspection results and other information as needed in City's permit tracking system. Consults with contractors, owners, architects, engineers and other interested parties regarding construction codes.

REQUIRED:

- Minimum of five (5) years of experience in the construction field with at least two (2) years being directly related to building code enforcement (building, electrical, mechanical, plumbing, fire protection) **OR**
- Graduation from a two (2) year college with a Degree in Building Inspection and Code Enforcement Technology or similar degree.
- The successful candidate must be certified as a Residential Combination Inspector or be able to obtain certification within twelve (12) months of employment.
- **Must be Covid-19 Vaccinated with Booster.**

Starting salary range is \$47,858 - \$60,000 annually, with excellent benefits. ***Strong preference for experienced municipal building inspector with current residential combination inspector certification.***

Application Deadline: Open until filled

Send Application to: Employment application is required. Resume will not be considered without a completed application.

- **APPLICATIONS:** available online at www.webstergroves.org, or City Hall address below.
- **EMAIL:** HR@webstergroves.org
- **FAX:** (314) 963-3398
- **MAIL:** City of Webster Groves
Attn: HR
4 East Lockwood Ave.
Webster Groves, MO 63119

Equal Opportunity Employer



Job Title: Building Inspector
Department: Planning and Development
Direct Supervisor: Building Commissioner

General Purpose

Under the direction of the Building Commissioner, the Building Inspector performs a variety of routine administrative, legal and technical tasks in the enforcement of new construction regulations. The primary responsibilities of the position are to ensure the general health, safety and welfare of the public within the City of Webster Groves through various codes and ordinances. The Building Inspector is required to make a broad range of independent judgments and decisions.

Essential Duties

Standard

- Conducts field inspections to determine compliance with various codes and ordinances.
- Conducts research to ensure that the proper code section is cited in determining a violation.
- Issues notices of violation or stop work orders as needed.
- Prepares evidence files for use by the prosecuting attorney. Acts as City's witness as needed.
- Makes recommendations to improve efficiencies in processes and procedures.
- Occasionally performs the duties of plan reviewer and code enforcement officer as needed.
- Aids other department employees as needed.
- Consults with contractors, owners, architects, engineers and other interested parties regarding construction codes.
- Conducts homeowner tests for homeowner projects as needed.
- Establishes and maintains effective working relationships with supervisors, co-workers, other agencies and the general public.

- Performs duties in a manner that displays initiative; excellent organizational, problem solving and independent thinking skills.
- Maintains confidentiality of information.
- Other duties as assigned.

Requires an in-depth knowledge of construction codes, practices and techniques (including but not limited to building, electrical, fire protection, mechanical, plumbing and land disturbance codes); construction materials and construction practices.

The building inspector requires some knowledge of zoning applications.

Ability to: read and interpret blueprints and construction specifications; identify code and ordinance violations, and prescribe correction of the violations in a firm but fair manner; visually identify violations through field inspections of construction work; deal tactfully and effectively with staff members and the general public; prepare and document evidence; and take appropriate legal action when necessary.

Education, Experience & Training for Performing Essential Functions

A minimum of five (5) years of experience in the construction field with at least two (2) years being directly related to building (building, electrical, mechanical, plumbing, fire protection) code enforcement; or graduation from a two (2) year college with a Degree in Building Inspection and Code Enforcement Technology or similar degree; or Certification as a residential Combination Inspector or be able to obtain certification within twelve (12) months of employment.

Possession of a valid Missouri Drivers License and an acceptable driving record is required.

Knowledge of general office computer applications is required.

General knowledge of inspection software programs.

Knowledge in the use of tools needed to perform the duties of the position including but not limited to motor vehicle, tape measure, flashlight, electrical tester, light meter, noise meter, level, ladder, and desk top computer.

Physical Requirements and Work Environment

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed both indoors and outdoors in partially and totally constructed buildings, offices, etc. On-site inspections are required at various land use locations and construction sites.
- While performing the duties of this position, the employee is frequently required to stand, walk, talk or hear/listen, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hand and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee frequently works in outside weather. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to airborne particles or toxic or caustic chemicals and the risk of electric shock.
- The noise level in the work environment is usually quiet to moderate in the office and moderate to loud in the field.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.