

# CLAY COUNTY JOB DESCRIPTION

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<b>Position Title:</b>	Code Inspector	<b>FLSA:</b>	E
<b>Department:</b>	Planning & Zoning	<b>Level:</b>	16
<b>Reports To:</b>	Planning & Zoning Manager		
<b>Date:</b>	September 2021		
<b>Revised:</b>			

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## **General Purpose:**

The **Code Inspector** works directly for the Planning & Zoning Manager. The Code Inspector ensures all properties throughout unincorporated Clay County meet code requirements by completing inspections and investigations.

## **Primary Responsibilities:**

- This is a mid-level position that works independently with general oversight and direction from the Planning & Zoning Manager, exercising considerable independent judgment in making decisions that require the interpretation of guidelines in specific situations.
- Performs investigations and inspections of private commercial and residential properties, and vacant parcels to determine if code violations exist in reference to the minimum code standards adopted by the Clay County Commission.
- Researches, compiles, and submits detailed written reports. Makes recommendations on code enforcement cases and implements an action plan in conjunction with the property owner.
- Develops legal case with County Prosecutor in legal enforcement proceedings. Develops strategies with the County Prosecutor effectively utilizing the legal system when dealing with repeat offenders.
- Recommends opening or closing code enforcement cases to the Planning & Zoning Manager after a complete investigation.
- Assists the Building Inspector as needed on plan review, construction inspections, and issuing of building permits.
- Completes all investigations of potential violations to the local adopted codes and ordinances including building, zoning, subdivision, environmental, and floodplain ordinances.

## **Essential Duties and Responsibilities:**

- Recommends content for informational brochures and webpage content pertaining to building and construction in the unincorporated portions of the County.
- Provides public with information on code requirements in the 2011 Land Development Code, building codes and inspection regulations.
- Provides assistance in the organization and presentation of informative meetings with selected professional groups to improve comprehension of the County's codes and regulations.
- Provides staff support to the Planning & Zoning Manager for the Building Commission (BC), Planning & Zoning Commission (PZC), Board of Zoning Adjustments (BZA), and other County boards and commissions.
- Completes and maintains all hard copy and digital records associated with code enforcement activities and building permits
- Represents the County at various building and construction-related groups and meetings.
- Accepts and logs payments for permits and inspections into County computer system.
- Perform other related duties as assigned and reasonably qualified to perform.

### **Knowledge, Skills and Abilities:**

- Knowledge of practices, principles, and procedures of assigned area of assignment.
- Knowledge of legal requirements, regulations and laws applicable to area of assignment.
- Knowledge of Building Codes adopted by Clay County including 2012 IBC, 2012 IRC, 2012 IPC, 2012 IMC, 2012 IFC, and 2012 NEC.
- Knowledge of the legal procedures related to the investigation and enforcement of applicable Federal, State and County ordinances.
- Working knowledge of construction methods and materials, knowledge of building codes and statutory law.
- Skilled in the interpretation and application of rules, regulations, and policies.
- Skilled in effectively communicating with all levels of staff and the general public.
- Skilled in the operation of a personal computer and various software applications.
- Ability to plan, organize and oversee assigned work programs.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to establish and maintain effective working relationships with employees, County Commissioners, Office Holders, other agencies, and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to interpret plans and specifications, along with the ability to analyze issues.

### **Education and Experience:**

- High School graduate or equivalent.
- Two (2) years of increasingly related experience, or any equivalent combination of related education and experience.
- ICC certifications in Residential Building Inspector (B1), Residential Electrical Inspector (E1), Residential Plans Examiner (R3), Residential Mechanical Inspector (M1), Residential Plumbing Inspector (P1) OR ability to pass the Residential Building Inspector (B1) certification within six months from the date of hire.

### **Licenses, Certificates and Other Requirements:**

- This position requires a valid Missouri State Driver's License.
- Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### **Desired Qualifications:**

- ICC national certifications in Certified Building Inspector (CBO), Residential Energy Inspector/Plans Examiner (79), and Green Building-Residential Examiner (G1).
- Knowledge of local government planning and land use terminology, practices, procedures, and laws.
- Knowledge of Federal Emergency Management Administration (FEMA) and State Emergency Management Administration (SEMA) rules, laws and regulations.

### **Minimum ADA/Physical Requirements:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable

accommodation permitting the employee to work in an office environment sitting and working at a keyboard for an extended period. In addition, occasionally perform strenuous tasks requiring muscular strength and coordination, maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees; frequently required to stand or sit for an extended period of time without a significant rest period; lift up to 30 pounds.

- Legally licensed and insured to drive a motor vehicle and the ability to drive a motor vehicle under normal and inclement weather situations.

**Work Environment:**

- Work involves exposure to outdoor conditions based upon project needs. The noise level in the work environment is typically moderately quiet; at times, the noise level may be loud, with frequent interruptions and multiple demands.
- In times of emergency and/or public safety incidents, prolonged periods of exposure to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury; and may be exposed to toxic or caustic chemicals and other hazardous conditions.

**Required Travel:**

- The employee will be required to travel throughout the County; may be required to travel within and out of state.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Clay County maintains its rights as an “at will” employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

**Approved By:**

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County Administrator

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Date