

## **City of Cameron Position Description**

**Department: Community Development**

**Position Title: Deputy City Inspector**

**Reports To: Chief City Inspector**

**Pay Grade: 7**

**FLSA: Non-exempt**

**Date: 08/20/2021**

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### **Purpose of Position**

The purpose of this position is to process building permits, perform safety inspections, review construction documents, inspect building and structures for code compliance, and perform related administrative work. Maintains City Ordinances pertaining to Construction, Property Maintenance, Animal Control, and Flood Plain management. Enforce City Ordinances related to zoning and nuisances. Provide a safe workplace and environment for City employees, customers and visitors. The work is performed under the direction of the Chief City Inspector.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Issues building permits, reviews construction plans for compliance with codes and zoning regulations, completes site plan review, and tracks changes with construction documents.
- Coordinates meetings with City staff, contractors, developers, and citizens to discuss building plans.
- Performs a variety of inspections of residential and commercial building, plumbing, sewer, water, gas, septic, footings/foundations, mechanical, electrical, signs, and others for compliance with applicable regulations. Notifies parties of approvals. Issues certificates of occupancy.
- Perform residential and commercial safety inspections
- Completes inspection reports, log sheets and notices of violation; enters permits, and completes Census Bureau information regarding building permits.
- Enforces dangerous building ordinance; inspects building for compliance and notifies owners of dangerous conditions; issues notices for vacation, repairs and/or demolition; coordinate repairs or demolition as needed.
- Assists with administration of the Flood Plain Ordinance and coordinates with FEMA and SEMA in Hazard Mitigation.
- Conducts safety programs, training, and facility inspections.
- Tracks liability and workers comp accidents, and reviews carrier policies.
- Enforces City zoning regulations and advises Planning and Zoning Commission and Board of Adjustment regarding zoning matters.
- Conducts inspections for code violations and assists the Animal Control Officer as needed.
- Completes documentation and reporting of violations. Issues violation notices and citations.
- Communicates with property owners and responds to questions regarding violations.
- Coordinates work orders to remedy violations.
- Participates in on-call rotation for animal control duties.
- Testifies in court as needed.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Provides support and secondary command for Emergency Management Director.
- Coordinates with Cameron Emergency Services in All Hazard Mitigation.
- Assists with maintaining Cameron's Emergency Operations Manual, and resources lists of equipment and personnel.
- Performs other duties as assigned.

### **Minimum Education or Experience Required**

Two to three years related experience or training, or Associate's Degree or equivalent from a two year-college or technical school and one year of experience; or equivalent combination of education and experience. Education in construction trades, residential and commercial construction experience, or general contractor experience.

### **Preferred Education or Experience Required**

Four to five years related experience and/or training or Bachelor's Degree from a four-year college or university; or equivalent combination of education and experience.

High school education or G.E.D.; six months to twelve months related experience or training; or equivalent combination of education and experience.

### **Other Requirements – Certificates/Licensures**

- Missouri Driver's License.
- International Building Code/Internal Code Council Residential Building Inspector certification required within 18 months. ICC Commercial Building Inspector preferred.
- NIMS 100, 200, 300, 700, and 900 training.

### **Knowledge, Skills, Abilities**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to interpret basic descriptive statistical reports.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.
- Ability to interact with others in an effort to gather the facts of the issue. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as building permits, construction plans, blueprints, diagrams, schematics, inspection logs, inspection reports, notices, billing invoices, code manuals, building product standards, ADA requirements, ordinances, septic regulations, state statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with property owners, builders, bankers, real estate brokers, utility supervisors, engineers, architects, City officials and the general public.

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicles, tape measure, circuit tester, computer terminal, telephone, calculator and pager.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

**Supervision**

Involves leadership role such as occasional directing of others to complete assignments. May include work-study students, temporary support, part-time staff, or other individuals temporarily assigned in one’s area of responsibility.

**Physical Demands**

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, and distance vision. Physical work consists of, but not limited to, sitting for long periods of time and using a computer.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, animal bites, and animals, the noise level in the work environment is usually loud. 70% of the work for this position is outdoors. The stress level associated with this position is above average when dealing with upset citizens.

The City of Cameron is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee  
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 Department Head  
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 City Manager  
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Date  
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