



CITY OF BRANSON - POSITION DESCRIPTION

BUILDING INSPECTOR Planning & Zoning

Grade: 19C
FLSA Status: Non-Exempt
Department: Planning & Development

POSITION SUMMARY: The Building Inspector is responsible for inspecting all phases in all disciplines (building, structural, mechanical, plumbing and electrical) of construction progress for code compliance. To assist on an "as needed" basis in the fields of code enforcement, business license review, plans check/review, general office duties and public relations as a representative of the City of Branson. This position reports directly to the Building Division Supervisor and indirectly to the Director of Planning and Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Requires a regular and consistent physical presence in the Planning and Development Department offices in City Hall, and in various inspection sites around the City of Branson. The duties and responsibilities include the following.

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
 - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
 - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
 - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
 - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
 - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal & ethical direction of supervisor(s).
3. Performs full range of building inspections and minor plan reviews, including technically complex structures and specialty inspections, to ensure that all work clearly and consistently complies with specifications, ordinances, City Codes and standards in the areas of electrical, plumbing, mechanical, accessibility and other disciplines, including final inspections for occupancy.
4. Inspects new construction, including renovation and repair work for quality, materials and workmanship and ensures that all work complies with specifications, ordinances and City Codes.
5. Field checks construction documents to verify construction projects are in compliance with the approved plans and all adopted Municipal and Building Codes.
6. Reads and interprets construction plans, engineering and architectural drawings and maps.
7. Clearly communicates to property owners, contractors and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances related to commercial and residential construction.
8. Maintains files, work logs and reports regarding inspection activities and findings on all projects.
9. Performs all duties in an ethical and legal manner that is in accordance with City of Branson policies, procedures, ordinances, codes and standards.

10. Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- Knowledge of applicable codes, regulations and ordinances.
- Knowledge of principles, procedures, materials and standard practices of building construction.
- Knowledge of basic math as applied to building construction.
- Knowledge of the equipment and material installation techniques used in the construction industry.
- Skill in reading and interpreting plans and specifications and in performing mathematical calculations and computations.
- Ability to learn adopted codes and ordinances including currently adopted Building Codes, Zoning Ordinance and Property Maintenance Code and appropriately apply them to the inspection process.
- Ability to interpret and apply pertinent federal, state and local laws, codes and regulations.
- Ability to determine if construction systems conform to City code requirements.
- Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship.
- Ability to read, interpret and understand construction plans, blueprints, specifications, diagrams, codes, regulations, ordinances and technical documents.
- Ability to determine accurately the quality and type of material used in construction.
- Ability to identify specific code, regulation or ordinance deficiencies in plans and structures.
- Ability to perceive physical and spatial relationships.
- Ability to establish and maintain effective working relationships with associates, employees of private organizations and the general public.
- Ability to maintain accurate records and documents of work performed.
- Ability to communicate (in English) clearly and effectively both orally and in writing and to prepare oral and written reports.
- Ability to meet and enforce deadlines for inspections.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, is 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.

While performing the duties of this position, the employee is frequently required to walk, stand, twist, squat and bend; hold and grip objects; reach with hands and arms to both ground level and overhead; use hands to finger, handle or feel; talk and hear. The employee must be able to lift, carry, push, pull, drag and/or move a minimum of twenty-five (25) pounds with assistance or specialized equipment. The employee is occasionally required to climb, and must not be afraid of working in places off the ground. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is primarily outdoors. Weather conditions may vary from hot to cold, dry to wet, sunny to cloudy, with various other conditions that affect comfort levels of the employee. The noise level in the work environment is usually low to moderate. Proper hearing and eye protection will be required on inspection sites, as well clothing and shoes to protect the employee while on site.

MINIMUM REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- Must be at least 18 years of age.
- High School diploma or GED equivalent is required.

- Must fulfill I9 identification requirements within first three days of employment.
- Graduation from an accredited technical school program is preferred.
- Three years' experience in construction trades is required; prior building inspection experience is preferred.
- Must possess (or obtain within one year of hire) a minimum of one of the following inspection certifications at time of hire: International Code Council (ICC) Building, ICC Plumbing, ICC Electrical, ICC Residential, or ICC Mechanical. Certification must be current and maintained during term of employment.
- Must possess and maintain a valid Missouri Motor Vehicle Operator's license and be insurable under the City of Branson's insurance coverage when operating a City vehicle.
- Additional licenses or certifications may be required for this position.
- **Must be highly engaged in the department's goals and be able to work cooperatively with the Building Division Supervisor and indirectly with the Director of Planning and Development in achieving those goals.**
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must properly follow all provisions of the City of Branson and the Planning and Development Department policies and procedures.
- Must be able to pass a background investigation and drug and alcohol screenings.
- National Career Readiness Certificate preferred but not required