



EMPLOYMENT OPPORTUNITY

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| Job Title | Building Inspector |
| Department | Community Development |
| Posting Date | November 6, 2021 |
| Closing Date for Resumes/Applications | Open Until Filled |
| Salary Range | \$53,717.30 - \$75,204.22 / annually |
| Comprehensive, Cost Effective Benefits Package: | Medical, Dental, Voluntary Vision, Life and Disability Insurance; FSA; HSA; Retirement and Deferred Compensation programs; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits. |
| Exempt/Non-exempt | Non-exempt |
| Status | Full time |

The City of Saint Charles Community Development Department is currently recruiting for the position of Building Inspector. The purpose of this position is to inspect residential and commercial property for compliance with building codes, electrical codes, mechanical codes, property maintenance codes, zoning codes and city ordinances.

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.

- Perform construction inspections and inspections on new structures and existing structures for building codes, plumbing codes, mechanical codes, electrical codes, handicapped accessibility requirements and city ordinance.
- Inform and advise the general public, contractors, property owners, architects, engineers, developers and others regarding inspection activities, violation correction procedures, building standards, codes and zoning matters.
- Verify and document code violations.
- Performs residential plan review under supervision.
- Notify builders, contractors, home owners, tenants and business owners of code violations.
- Perform follow-up inspections for corrected violations.
- Receives and responds to code violation complaints.
- Maintains records of inspection activity.
- Act as inspection liaison to other agencies.
- Coordinate inspection functions with other City Departments and agencies.
- Assist the Code Enforcement Division in inspection and enforcement of property maintenance code violations on an as-needed basis as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Vocational or technical training in building codes, zoning codes, property maintenance enforcement, building inspections, building trades or related area.
- Three years general building construction or related experience.
- ICC Building Inspector and Property Maintenance certification required within 6 months of hire date.
- A valid driver's license required.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.

How to Apply:

Online employment applications can be accessed on our City Website: www.stcharlescitemo.gov

The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify