

CITY OF PARKVILLE JOB DESCRIPTION **BUILDING INSPECTOR**

Title: Building Inspector

Department: Community Dev. Dept. (40 hrs/week avg.)

Supervisor: Community Dev. Dir.

FLSA Status: Full-time, Non-Exempt

Salary Range: \$43,575-\$61,422

Schedule: 40 hours per week scheduled between 7:00 am – 4:00 pm, Monday.

This description represents a body of work typically performed in this position, but does not necessarily represent all of the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties: The Building Inspector's work is performed under the general supervision of the Community Development Director. This is responsible technical work involving the inspection of buildings and building construction for conformity to municipal and national building codes, city ordinances and other regulations. Responsibilities also include the inspection of residential properties, including rental and rehabilitated property and the enforcement of housing codes. The inspector may be expected to give guidance and assistance to less experienced employees.

Minimum Qualifications: The Building Inspector shall have a high school diploma, or equivalent, with three years of experience in a trade or variety of trades or construction work at the journeyman level; or equivalent combination of education and experience which would provide the following knowledge, skills, and abilities: Considerable knowledge of the principles and practices of building construction; methods, materials, and techniques used in the construction of large/small structures; and methods/techniques of building inspection. Knowledge of legal procedures involved in enforcing building codes and ordinances. Ability to inspect work being performed; knowledge of the various codes to be enforced; and the ability to determine adherence to code. Ability to review, read, and interpret building construction details and plans; keep records and prepare reports. Ability to establish and maintain effective working relationships with other employees, contractors, architects, owners and the general public. Ability to accomplish inspections in crawl spaces; attics; at heights such as roofs, and on top of elevator cars while they are moving; in areas with accessibility by the use of ladders; and in trenches. Possess certification in building codes from the International Code Council, or must obtain certification within one year of hire date. Ability to use a personal computer and related software to enter and access building permits. Ability to communicate effectively, both orally and in writing. Excellent work history and attendance record. Possess and maintain a valid Missouri driver's license and an excellent driving record. Some college or a college degree and prior relevant experience preferred.

Essential Job Functions:

1. Drives to/from building sites to conduct inspections of residential and commercial structures to determine compliance with municipal and national codes and to identify defects in structural, electrical, mechanical, and plumbing systems and fixtures and in fire prevention, environmental systems and general appearance.
2. Makes recommendations for repair of defects; recommends materials and methods of installation; supervises rehabilitation of structures by on-site visits.

3. Reviews and approves building plans; inspects structures to ensure that construction, alterations and repairs are completed according to approved building plans and specifications are in compliance with building and safety codes and relevant ordinances, issues a variety of permits.
4. Checks the methods and quality of building materials used for wood framing, plastering, pouring of concrete, masonry, reinforcing steel, steel erection, and the like.
5. Navigates over rough terrain to inspect footing to verify that the foundation composition and design and underlying soil will support the weight of the building without excessive settlement.
6. Inspects site preparation of slab construction, including the type and placement of reinforcements, thickness of materials, placement of expansion joints, and placement of moisture barriers; inspects framing in progress and upon completion for adherence to proper nailing techniques, use of proper sized materials, and adherence to various code requirements.
7. Inspects methods and practices of installing stairways, handrails, bracing, and fire escapes; inspects excavations, grading, cutting of slopes, earth fills, drainage, basements, and swimming pools.
8. Consults with engineers, architects, developers, contractors, and owners regarding the provisions of the codes, ordinances, laws, design criteria, and zoning requirements.
9. Uses personal computer to enter and access building permits information.
10. Searches real estate records to ascertain and verify property ownership; maintains records and prepares reports on inspection activities; and enforces the provisions of the zoning and sign ordinances.
11. Performs a final inspection of a completed building or dwelling, including driveways, landscaping, and exterior materials such as siding and painting.
12. Performs related duties as needed or assigned.

Primary Responsibilities:

- Communicate effectively with the Director, department employees, members of Planning and Zoning Commission, Board of Adjustment and members of the public.
- Assist with requests for public information.
- Collaborate with the Director and department staff to assist in the development and implementation of goals, objectives, policies and priorities.
- Perform related work and special assignments at the direction of the Director.

Required Knowledge, Skills and Abilities:

- Knowledge of record keeping best practices.
- Knowledge of modern office procedures, including skill in the use of office equipment and technology.
- Strong writing skills. Ability to produce grammatically correct and factual written reports, records and correspondence.
- Skill in researching, analyzing and interpreting written material.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness with the public, department employees and other City officials.
- Ability to multi-task and perform with evolving priorities.

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job and the work is split with work being performed in a typical office environment with adequate lighting, ventilation and temperature controls. As well as in the field environment out in the elements.

Employee Signature/Date

Supervisor Signature/Date

City Administrator Signature/Date