



Job Title: Building Inspector
Department: Community Development
Reports To: Building Official
Range: Grade 17: \$51,136.70 - \$74,141.97

Position Summary: Under the general direction of the Building Official, the Building Inspector is responsible for conducting and documenting building inspection activities to ensure compliance with adopted building codes and other related municipal codes and zoning ordinances of the City of Mission. This position entails intermediate technical work requiring an understanding of building construction methodologies and processes and related building codes regulating such. Work includes reviewing building construction plans, inspecting construction activity as it occurs on the job site, documenting acceptance of the work completed or detailing why the work completed is not acceptable, and other activities related to the support of building construction in the city.

Examples of Work (Essential Functions):

- Reviews plans and related technical materials for compliance with adopted codes, regulations, and industry standards.
- Reviews permit applications for adherence to associated codes, regulations, and industry standards; approves permits; documents and enters approval into records/files.
- Conducts field work and inspections of properties related to building codes and other codes enforcement for compliance with permitted activities, adopted codes, regulations, and industry standards; writes up violations, if found; and documents and takes pictures of violation issues.
- Research code issues; ensures familiarity with adopted codes; identifies discrepancies, anomalies and conflicts in City codes and regulations and refers the same to management for attention.
- Prepares and submits routine, recurring and special reports to management.
- Assists with the review and development of policies and procedures associated with building, zoning, and related codes, and regulations for the City.
- Responds to questions from the public, property owners, and other parties/agencies by explaining the applicability of codes, ordinances, city and state statutes and related regulations and industry standards, the codes enforcement processes, and case-specific information while maintaining required security and confidentiality of information created or encountered in the course of assigned duties.
- Creates and maintains files and related records in manual and automated systems and assures proper retention and archiving.
- Supports the relationship between the City of Mission and the constituent population by providing excellent customer service; promotes the City goals and priorities in compliance with all policies and procedures; maintains absolute confidentiality of work-related issues, client records and City information; and performs related duties as required or assigned.
- Ensures that job duties are completed in strict adherence to established safe work practices.

Examples of Work (Marginal Functions):

- May occasionally assist with issues involving property maintenance or zoning matters.
- Typing, filing, answering the phone.

Certificate, License:

- Possession of a valid Kansas or Missouri driver's license.
- Completion of ICC Building Inspector Certification (Commercial and Residential) or the ability to obtain full certification within one (1) year of appointment.

Required Education and/or Experience:

High School Diploma/GED and three years of experience in general construction, contracting, planning, project design or materials procurement that includes leadwork, supervisory or foreman experience over assigned projects; OR an equivalent combination of education, training, and experience.

Preferred Education and/or Experience:

College or Associates Degree in construction, construction management, construction engineering, design or drafting and or completion of ICC

Abilities, Knowledge, Skills:

- Construction permitting processes; industry standard building construction practices, methods, and materials.
- Principles and techniques of review and evaluation of construction plans and related technical data for compliance with codes and standards.
- City/departmental standards for the creation and maintenance of records, including automated records and databases.
- Procedural and legal processes involved in the resolution of code violations.
- Federal, state, and local laws applicable to building and zoning codes.
- Effective communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and applying building codes, laws, ordinances, statutes, and construction industry standards.
- Analyzing construction plans, specifications and associates technical data for compliance with codes and standards.
- Detecting and documenting defects and deviations from permitted construction activities and codes and standard.

Supervision: None.

Working Conditions: Work is performed in a standard office environment; routinely travels to various inspection sites and occasionally may be exposed to dangerous machinery, extreme weather conditions, and potential physical harm when conducting on-site inspections.

Physical Requirements: The physical demands described here are 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.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surrounds and activities; the worker is subject to inside and outside environmental conditions.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.