



City of Wright City

Building Inspector / Code Enforcement Officer

Job Description

Status: Full time / Salary
Department: Building Department
Reports to: City Administrator

General Purpose of Position

Enforces, by field inspection, compliance with City Codes and ordinances pertaining to residential / commercial and industrial building, electrical, mechanical, plumbing and fire related construction work, and compliance with City codes and ordinances pertaining to minimum property maintenance. Responds to violations of the City Codes and ordinances, address citizen concerns relating to public nuisance and zoning related issues.

Duties and Responsibilities

- Review all blueprints/drawings provided by resident, contractor, property owner.
- Enforces Code on behalf of the City, regards to residential and commercial codes.
- Reviews and reports on special use permits pertaining to planning and zoning adjustments.
- Investigate and manage complaint violations by contacting the complainant, reviewing the issues, performing on-site visits, and recording the information in the City database.
- Issues notices and court summonses pertaining to code and ordinance violation.
- Provides necessary investigations regarding the issuance of home office and liquor licensing.
- Performs interior and exterior field inspection work on new construction, remodeling, alterations, additions, repairs and demolition to residential and commercial properties to determine compliance with City codes and ordinances.
- Inspects existing structures prior to change in occupancy to assure compliance to City codes.
- Attend Planning and Zoning 3rd Monday, and Board of Alderman 2nd & 4th Thursday meetings.
- Appears in court representing the building division on court issues.
- Maintain and prepare required reports, permits, files, memos, notices and correspondences relating to work activities , maintain database spreadsheet.
- Deals with the public on the telephone and at the counter for Departmental concerns.
- Performs all other related work as required by City Administrator and Board of Alderman

Knowledge, Skills and Abilities

- Ability to read construction plans and understand how the plans relate to the construction site.
- Ability to execute property, site work, and land disturbance inspections.
- Demonstrate problem solving skills to quickly and efficiently resolve issues.
- Conduct necessary engineering research and compile comprehensive reports
- Read and interpret basic civil engineering principles, practices, and methods applicable to municipal setting and digging grades.
- Federal and State statutes concerning the work of the department.
- Mathematical skills, including addition, subtraction, division, and multiplication as well as algebra and geometric functions.
- Ability to build positive working relationships across both operational and City functions.
- Ability to act and make decisions independently and provide support for decisions.
- Proficiency in Microsoft Office Suite products, Excel, Word, Spread-sheets, Power Point.
- Use common sense, pay attention to details
- Meet specific deadlines, prioritize daily work flow

Guidelines

- International Code Council Building Codes (2015)
- National Electrical Code
- ADA guidelines
- City Ordinances and Zoning regulations

Education, Certification and Experience Required

- Associate Degree in Applied Science or Architecture or related field.
- Must have three to five years of experience and progressive responsibility in construction building trades, and three to five year experience in code enforcement. Shall have advanced formal training in the locally enforced building, electrical, mechanical, plumbing and fire codes.
- Must maintain a valid, current driver's license.
- Must obtain and maintain certification as an ICC Residential Combination Inspector.

Work Environment

- General office conditions
- Using computer (personal computer / laptop if they are outside contractor)
- Working outdoors 90%, working indoors 10%
- Use of City vehicle (use of their personal vehicle if they outside contractor)
- Safety and Legal accountability
- Possible exposure to chemicals and hazardous material
- Stress level, moderate, varies with project
- Work as a team member with other employees

Physical Abilities

- Regularly required to sit, stand, walk, kneel and crawl, talk and hear, lift and carry 75 lbs.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment, must have clarity of vision and three dimensional vision
- Regular attendance is a necessary and essential function
- Employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.

Signature and Approval

Employee printed name

Date

Employee Signature

Department Director

Date

Human Resources

Date

City Administrator

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.