

J O B D E S C R I P T I O N

Job Title: Building Inspector

Salary Range: Annual Salary Range: \$45,555–\$55,746

Reports To: Community Development Director (Chief Building Inspector)

Job Function: The Building Inspector ensures construction activities within the City meet building codes and ordinances through plan review and inspection activities.

Job Responsibilities:

1. Reviews building plans and permit applications for compliance with all City Codes and Building Regulations.
2. Issues building permits and certificates of occupancy within the city limits.
3. Performs all residential and non-residential building and construction site inspections to ensure general compliance with city codes and state regulations; conducts routine field inspections.
4. Investigates potential violations of local building codes and other ordinances.
5. Completes and maintains city records related to building and construction activities.
6. Prepares and completes monthly reports.
7. Provides staff support to city departments and boards.
8. Attends municipal court, Planning and Zoning, Board of Aldermen, or other meetings, on request or as required.
9. Other related duties as assigned and reasonably qualified to perform.

Knowledge, Skills and Abilities:

- Proficient knowledge of the 2012 International Building Codes and National Electric Code as applied to residential and commercial development.
- Basic understanding of city code compliance.
- Basic skills to read and follow plans and aerial maps.
- Ability to effectively communicate with and maintain a positive working relationship with staff, elected officials, supervisors, co-workers, citizens, business and community groups.
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws.
- Ability to communicate and follow directions in English, both orally and in writing.
- Basic skills in the operation of a personal computer and various software applications, including Microsoft Office Suite.
- Ability to understand and provide excellent customer service.
- Ability to maintain proficiency and knowledge of current or new regulations/legislation within areas of responsibility.
- Basic knowledge of City safety rules and operating procedures.
- Ability to plan, organize and oversee assigned work programs.
- Ability to maintain regular and punctual attendance.

Minimum Education/Experience:

- High School diploma or GED equivalent.
- Two (2) years experience in plumbing, construction, or related area.

Licenses, Certifications and Other Requirements:

- ICC Certification in at least one inspection area (building, electrical, mechanical or plumbing).
- Valid Missouri driver's license.
- Prior to appointment, candidates will be subject to a background investigation. Misdemeanor and/or felony convictions may be disqualifying depending on the type, number, severity, and recency.

Preferences:

- Master of Journeyman Electrical license.
- Experience in a skilled trade (framing, electrical, plumbing or mechanical).
- Experience in residential and non-residential construction.

Minimum ADA/Physical Requirements:

- Sufficient speech and hearing capabilities, with or without reasonable accommodation, to discern verbal instructions and communicate effectively in person or on the telephone.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to comprehend written/typed documents.
- Sufficient manual dexterity and mobility, with or without reasonable accommodation, to sit and work at a keyboard for extended periods of time; maintain balance while bending at the waist or knees, to ascend and descend stairs or ladders, and maneuver on uneven terrain outdoors; or lift up to 30 pounds.
- Legally licensed and insured with the ability to drive a motor vehicle under normal and inclement weather circumstances.

Work Environment/Physical Requirements:

- The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work performed is in both indoor and outdoor environments with periodic exposure to hazardous and unpleasant conditions.

To Apply:

Please submit a resume, cover letter, and references to City of Kearney, PO Box 797, Kearney, MO 64060, or by email to adavis@kearney.mo.us. First review of applications begins November 23, 2018, and continues until filled.