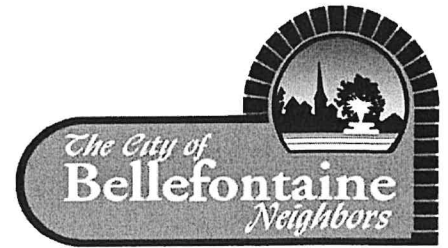


9641 Bellefontaine Road
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BUILDING INSPECTOR JOB DESCRIPTION

GENERAL PURPOSE

Responsibilities include knowledge of building and City codes, and inspection of City wide construction projects.

This employee must exhibit the ability to understand, interpret, apply, and enforce building and City codes;

Work involves responsibility for conducting a City-wide building inspections program;

Examining plans for compliance by the contractors during the construction phase;

Maintaining a file system for the engineered plans;

Conducting timely and detailed inspections of the construction performed;

Initiating code enforcement matters as they relate to building and code violations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizes the work load to insure effective, consistent, and timely inspections and re-inspections of construction projects, properly documents those discrepancies or deficiencies noted during the course of inspecting, and effectively communicates verbally and, when necessary, in writing those findings to the contractor;

Persistently re-inspects and enforces the codes to achieve the appropriate results to ensure compliance with the codes;

Attends, participates, and represents the inspection section of the division at various professional meetings or related agencies and associations;

Confers with contractors, other inspectors, property owners, and other interested parties;

Explains and interprets building codes and regulations as well as municipal ordinances;

When required, examines plans for codes compliance, issues building permits, and enforces flood plain regulations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an accredited High School or successful completion of a GED examination;
2. Considerable knowledge of the IBC codes;
3. Working knowledge of the City's zoning and planning ordinances;
4. Knowledge of normal methods and techniques of constructing and/or renovating commercial and residential buildings;
5. Demonstrated ability to develop and maintain effective working relationships with contractors, developers, architects, property owners, and the general public;
6. Working ability to interpret technical code regulations and to fairly and uniformly apply them;
7. Considerable ability to read and interpret blueprints, building plans and specifications;
8. Reasonable ability to communicate effectively both orally and in writing.
9. Missouri Drivers License.

Necessary Knowledge, Skills and Abilities:

1. The knowledge level equivalent of a high school diploma supplemented by course work in engineering, architecture, building techniques and planning/zoning administration;
2. Two to three years experience in the building trades; or an equivalent combination of experience and/or training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is generally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

The employee is generally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee generally works in outside weather conditions.

The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.