Job Description
Building Inspector

City of Troy, Missouri
Building Department

General Purpose of Position

Enforcement through Inspections all City operations relating to Building, Planning and Zoning, Board of Adjustment, Floodplain and Missouri Separate Storm Sewer System (MS4), Historic Districts and Landmarks (HPC), management regulations according to Federal, State, Local laws, regulations and City ordinances

Major Duties and Responsibilities

Enforcement of the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

- Ability to establish and maintain cooperative working relationships with both coworkers and the general public
- Receive calls and answer questions about permits and code requirements.
- Reviews permit applications, fees, and related drawings for compliance with adopted regulations and standards
- Provides to contractors, builders, and individuals assistance and answers to code compliance questions
- Proposed revisions to the city building code ordinances and codes
- Review and offers correction to construction and remodel plans
- Investigate building code complaints and citizen concerns and answer public inquiries regarding same
- Perform on-site inspections of Commercial and Residential structures for compliance with adopted codes and ordinances, structural quality, and safety, and ensuring that structures meet acceptable, approved standards and guidelines and are in accordance with approved drawings.
- Maintain written record of inspections, including date, violations, action taken, and follow-up action, if necessary
- Post appropriate notices regarding approval or non-approval of work
- Meets with architects, engineers, design professionals, and contractors regarding proposed construction projects
- Issue occupancy permits on completed work
- Perform other duties as assigned

Performs other duties related to department functions

- Compiles and maintains accurate records
- Completes research, compiles and analyzes data
- Generates reports and send to appropriate staff, contractors or agencies
- Answers questions, provides information, and explains reasons for regulations and policies
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Assists with planning and zoning and Board of Adjustment activities and compliance

- Maintains permanent and current records including, but not limited to, all amendments, variances, and zoning map changes
- Enforces all provisions and provides specific notification of violations of planning and zoning regulations
- Reviews and verifies for zoning compliance the use(s) associated with each application for an occupancy permit prior to issuance of a business license

Assists with floodplain administration

- Assists with application reviews for floodplain development permits, as needed
- Helps to review proposals for subdivisions or other new development, as needed
- Assures provision of maintenance within altered or relocated portion of any watercourse so flood-carrying capacity is not diminished

Assists with City Hall Building Maintenance when needed.
Assists with Water and Sewer right to connects when needed.
Assists with GIS data collection
Participates in public relations and education

- Communicates regularly with various stakeholders, including City staff, other government entities, contractors and developers
- Attends Board meetings and other meetings as required
- Provides technical assistance to Building Official, Mayor and Board of Alderman, and the general public regarding Planning and Zoning, Board of Adjustment, Floodplain issues Missouri Separate Storm Sewer System (MS4), Historic Districts and Landmarks (HPC) as requested
- Participates in continuing education activities to remain up to date with current regulations and procedures
- Work toward obtaining Master Code Professional certification through International Code Council

Performs all duties as required by state statutes and local ordinances
Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-Exempt
Department	Building
Immediate Supervisor(s)	Building Official
Frequency of Supervision	Daily for reporting
Number of Supervised Employees	None
Number of Employees Overseen / Directed	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	As Needed
Frequency of Night Work	None
Shift Position	Not Applicable
On Call Status	Not on call
Percentage of Work Indoors	40%
Percentage of Work Outdoors	60%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	Cleaning chemicals, toner, gasoline, exhaust and chemicals stored or used at building sites
Average Stress Level	Moderately high, varies with activities
Physical Work Associated With This Position**	Using a personal computer, walking on job sites, climbing, bending and reaching; 40 percent inside; 60 percent outside

**Exposure to chemicals / hazardous materials may not be limited to this list.*
***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must have a high school diploma or its equivalent; vocational classes are preferred. The Building Inspector shall be a Certified Residential Building Inspector through the International Code Council. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must have a valid Missouri driver's license; the person in this position must be a Certified Residential Building Inspector through the International Code Council or obtain within one year of date of hire. Other professional certifications through ICC are desirable.

Knowledge, Skills and Abilities

Knowledge

- Public and media relations and applications
- Financial policies and procedures related to the bidding process and purchasing
- Principles of performance review and application of appropriate techniques
- Federal and state regulations and standards concerning employee insurance, workers compensation, liability and general risk management
- City ordinances, state statutes and federal laws regarding all City operations
- General office and filing practices and procedures
- General accounting principles
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Knowledge of building inspection techniques
- Knowledge of materials and methods of construction
- Knowledge of safety standards for construction
- Understanding of pertinent federal, state and local laws, codes and regulations
- Organization skills
- Analyzing skills
- Ability to interpret code requirements and other pertinent federal, state and local laws, codes and regulations
- Understand and interpret construction plans and documents
- Public relation skills
- Negotiation skills
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing