



City of Ash Grove, Missouri Position Description

Building Inspector/Code Enforcement Department: Planning & Zoning

Job Purpose

Perform building, plumbing, electrical and mechanical construction inspections and field inspections of properties to ensure compliance with applicable nuisance and miscellaneous ordinance violations as reported, enforce code violations and perform various related technical duties. Performs planning and zoning activities for the City.

An employee in this class exercises considerable tact and independent judgement and maintains absolute confidentiality and professionalism while managing high levels of pressure and stress.

Supervision Received and Exercised

Works under the guidance and direction of designated supervisor. Exercises no supervision over other positions.

Primary Duties and Responsibilities

- *Provides superior customer service to the public and City staff.*
- *Organizes the workload to ensure effective, consistent, and timely inspections and reinspection's of construction projects, properly documents discrepancies or deficiencies noted during the course of inspection and reinspection, and effectively communicates verbally and, when necessary, in writing those findings to the contractor to achieve the appropriate results to ensure code compliance.*
- *Explains and interprets building codes/regulations and municipal ordinances.*
- *Examines building plans for codes compliance, issues building permits, and enforces floodplain regulations when required.*
- *Evaluates land development and subdivision plans for compliance with codes, regulations, and design standards.*
- *Patrols and inspects residential, commercial businesses and vacant lots when able; ensures compliance with applicable nuisance, temporary signage, and ordinances and regulations; performs follow-up inspections as necessary; issues notices of violations as necessary.*
- *Responds to inquiries, concerns and complaints related to nuisance and violations of City codes and ordinances; conducts inspections; issues notices of violations; completes follow up inspections as necessary; works with violators to identify viable solutions.*
- *Responds to inquiries about city planning/zoning regulations and ordinances.*
- *Provides staff support to the Planning and Zoning Commission and Board of Adjustment.*

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- *Serves as a resource to other city departments regarding nuisance and code requirements.*
- *Maintains detailed records and reports of inspections and enforcement activities; enters and retrieves data on code enforcement activities; processes and acquires data relative to inspections and effective code enforcement.*
- *Attends, participates, and represents the inspection section of the division at various professional meetings or related agencies and associations.*
- *Performs all other duties as assigned.*

Additional Duties and Responsibilities

- *Complies with City policies, procedures, and ordinances.*
- *Prepares necessary documents, exhibits, and photos for court cases related to code enforcement; testify in court.*
- *Communicates respectfully and courteously with the public and City staff.*
- *Responds respectfully to inquiries and complaints from the general public.*
- *Communicates clearly and concisely, both orally and in writing.*
- *Works both independently and with others.*
- *Provides a great attention to detail.*
- *Demonstrates an ability to document procedures consistently and follow routines.*
- *Establishes and maintains effective working relationships with those contacted in the course of work.*
- *Demonstrates some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various lance use, nuisance and public safety codes; working knowledge of inspection techniques.*
- *Demonstrates skill in operating the listed tools and equipment.*
- *Provides support in City emergency response situations as assigned.*

Requirements

- *Valid Missouri Driver's License*
- *High School diploma or equivalent required.*
- *Minimum of three-five years of experience in general construction, inspection, or related field OR any equivalent combination of education and experience.*
- *Three or more International Code Council (ICC) certifications or ability to obtain within a specific amount of time as determined; the three required will be residential building inspector, commercial building inspector and plans examiner/reviewer.*

Compensation

Salary commensurate with education and or experience.

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Working Conditions

- *Demonstrated ability to work under general direction with no supervision.*
- *Demonstrated ability to adjust to circumstances apply skills and technical knowledge as required by circumstances.*
- *Demonstrated ability to work as a team member and follow and carry out orders.*
- *Demonstrated ability to organize and prioritize tasks and meet deadlines and work with continual interruptions.*
- *Demonstrated ability to effectively assist and communicate with staff and the general public.*
- *Exposure to outdoor and environmentally controlled conditions not protected from weather conditions.*
- *An 8 hour day, 40 hour work week, working overtime on occasions as situations demand.*
- *Ability to work with minimal supervision.*

Physical Requirements

- *Standing and sitting for long periods, bending, crouching, stooping and occasional lifting.*
- *Ability on a consistent basis to perform work activities requiring cooperation, instructions, persuasion or speaking with others.*
- *Ability to function in high stress situations or under time constraints.*

Personal Characteristics

The successful individual will demonstrate the following:

- *Behave ethically: understand ethical behavior business practices and ensure own behavior and the behavior of others is consistent with these standards and in alignment with the values of the City.*
- *Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the City.*
- *Communicate Effectively: speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.*
- *Focus on Citizen Needs: Anticipate, understand, and respond to the needs of Citizens to meet or exceed their expectations.*
- *Make Decisions: Assess situations to determine the importance urgency and risks and make clear decisions which are timely and in the best interests of the City.*
- *Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities. Bring forward new and innovative ideas.*

Approved: _____

Reviewed with: (Signature of Employee) _____

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Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as necessary to meet the ongoing needs of the City. This job description does not constitute a contract all Employees are an at-will Employee. This job description is reviewed annually and updated as necessary.

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