

City of Monett
POSITION DESCRIPTION

Monjob57

Job Title: Assistant Building Inspector
Department: Building & Code
Salary Range: Payroll – Level 8
Immediate Supervisor: Building Inspector & City Administrator

ESSENTIAL FUNCTIONS

- I. Building Inspector Activities 80% of Time
 - A. Knows International Building codes and City codes and regulations, assuring thoroughness and accuracy.
 - B. Accepts permit applications and writes buildings permits. Verifies code compliance for all permit applications.
 - C. Conducts ongoing inspections confirming proper installation and providing information and answering questions as requested, assuring for the best PR for the City and department. Conduct re-inspections as needed.
 - D. Addresses conflicts and provides suggestions for solution finding. Researches alternatives with a variety of sources, recommends alternatives .In some cases directs to solution.
 - E. Conducts a pre-final inspection produces punch list, assuring for thoroughness.
 - F. Conducts the final inspection, ensuring compliance with building codes and that other specifications have been fulfilled to City regulations.
 - G. Assists the contractor by providing information, direction and other assistance, assuring for professionalism and project compliance.
 - H. Issues certificates to occupy a building, specifying permit number and type of building, and its use group, assuring for professional and accuracy.
 - I. Deals with the public in a professional and courteous manner.
 - J. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
 - K. Reviews, comments on and approves/disapproves all building blueprints

(Building Plan Reviewer) and subdivision plats, associated engineering plans and storm water detention plans. Coordinates City Planning and Zoning Commission, assuring for safety.

- L. Inspects water and sewage service lines, assuring for safety and accuracy.
- M. Monitors tests of building drain lines, water supply lines and fuel gas lines, assuring for safety and accuracy.
- N. Writes city ordinances as required. Coordinates with Mayor, City Council and City Attorney to adopt ordinances, assuring for professionalism.
- O. Enforces and administers "Dangerous Buildings" ordinance for the City. Makes inspections as needed, assuring for safety and regulation compliance. Coordinates with City Building Board, City Attorney, Mayor and City Council to effectively enforce the ordinance for the City.
- P. Enforce international code council for accessible and usable buildings for compliance with ADA regulations for new construction or remodeling, assuring for safety and thoroughness.
- Q. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

Additional Inspector Duties

II. Knowledge of and continued education of explanation of codes and regulations to ensure code compliance and safety.

A. Electrical Inspector Duties

- 1. Knowledge and enforcement of 1999 National Electrical Code. ^
- 2. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential electrical installations.
- 3. Act as one and two family Residential Electrical inspector.

B. Plumbing Inspector Duties

- 1. Knowledge and enforcement of 2000 National Plumbing Code.
- 2. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential plumbing installations.

C. Mechanical Inspector Duties

- 1. Knowledge and enforcement of 2000 International Mechanical Code.
- 2. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential plumbing installations.

III. Zoning Inspector Duties..... 10% of Time

- A. Enforces and administers assigned zoning ordinances and storm water management, manufactured and mobile home ordinances, and regulations for the State of Missouri and the City of Monett and annexed areas, assuring for accuracy and safety.
- B. Attends all Planning and Zoning meetings, report to P&Z Commission regarding plans and give recommendations. Coordinates with City Attorney, City Council and other City Departments, assuring for professionalism and accuracy.
- C. Communicates with the State and Federal Emergency Management Agencies, home applicants, and Manufactured Housing Institute regarding ordinances and regulations the City of Monett, assuring for professionalism and thoroughness.
- D. Writes city ordinances as required. Coordinates with Mayor, City Council and City Attorney to adopt ordinances, assuring for professionalism.

IV. Utility Activities 5% of Time

- A. Communicates with builders and developers regarding required water pipe specifications, sewer pipe specifications, and materials to be used for new construction, assuring for accuracy and safety.
- B. Communicates with appraisers, homeowners, prospective home buyers and real estate agents regarding the utilities available on the proposed properties. Uses maps and other documents to provide information, assuring for accuracy and professionalism.

V. Flood Plain Administrators 5% of Time

- A. Knowledge and continuing education of all Zoning ordinances and regulations, assuring for accuracy and safety.
- B. Manages and enforces the City Flood Management ordinance, assuring for safety.
- C. Accepts permit applications, writes permits, and approves building plans for building in the Flood Plain, assuring for safety and accuracy.
- D. Consults and communicates with the State Emergency Management Agency and the Federal Emergency Management Agency as needed, assuring for professionalism and accuracy.
- E. Coordinates with State Emergency Management Agency regarding their 2 year audit system. Prepare documents required for the Audit, assuring for accuracy and

professionalism.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above-Average accessibility of all work sites required for the position.
- ◆ Above-Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above-Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 50 Ib. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance; ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed high school diploma or equivalent.

- ◆ Membership in professional organization (SW section MO State water and waste water conference).
- ◆ 3 or more years of experience with civil drafting and/or construction processes.
- ◆ Computer literacy and familiarity with Windows.
- ◆ 1 or more years experience with civil design work.

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of Information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.