Job Description

Job Title:	Building Inspector	Classification:	Classified
Department:	Planning, Development and Neighborhood Services	Grade:	190
Occupational Group:	Code Enforcement and Inspection	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision, inspects new construction and remodeling of residential and commercial structures in the City of Joplin to ensure compliance with all applicable zoning and building codes.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Inspects new construction and remodeling projects, both in progress and upon completion, to determine that electrical service and wiring complies with applicable codes and guidelines.
2. Reviews electrical blueprints to ensure that proposed construction projects meet applicable electrical codes/guidelines.
3. Coordinates with the electric utility companies regarding damaged and newly installed or repaired services.
4. Maintains records; prepares inspection activities reports.
5. Investigates complaints of building and zoning code violation to determine if violation exists; investigates complaints involving electrical services/utilities.
6. Notifies contractors or owners of violations and explains what needs to be done to correct the violation. Determines repairs needed to bring structure up to code; notifies owners that condemnation procedures will begin if violations are not corrected.
7. Inspects suspected unsafe buildings to identify code violations; inspects emergency generators.
8. Attends Building Board of Appeals meetings as a witness for the City.
9. Issues building/sign permits as needed.
10. Contributes effectively to the Planning Department, communicates effectively with co-workers, both within Planning as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedure.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: City of Joplin building and zoning codes and ordinances to be enforced; enforcement procedures for City code/ordinance violations; regulations and procedures for issuing building/sign permits; basic building codes and guidelines including electrical, plumbing, mechanical, and general construction codes; location of streets and addresses in the City of Joplin; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with property owners, construction contractors, other staff, and the public; understanding and interpreting complex regulations and guidelines; inspecting property to identify violations of City of Joplin zoning and building codes and ordinances, and violations of basic building codes and guidelines; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Two years of full-time journey level electrical, plumbing, mechanical system installation/repair, or general contracting work; or one year of required experience may be substituted with the completion of an apprenticeship program in one of the building trades.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certifications from the International Code Council (ICC), including but not limited to Residential and Commercial Inspector's certifications are preferred.

Physical Demands Requirements and Working Conditions

This position works in both an office classification and in the field. Must possess mobility to work in and around City buildings and facilities, to operate a motor vehicle and drive on city streets; stamina and mobility to read printed materials, blueprint, and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations, identify problems or hazards. The position requires one to bend, stoop, kneel and reach when completing inspections. Must be able to lift, carry, push, and pull materials and objects weighing up to 25-50 pounds. Field work may require exposure to unstable buildings, construction zones, both residential and commercial. Building and facilities visits may require exposure to loud noise, cold and hot temperatures, heights, slick surfaces, mechanical, and electrical hazards.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	