Job Description

Job Title:	Lead Building Inspector	Classification:	Classified
Department:	Planning, Development and Neighborhood Services	Grade:	210
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. Plans and organizes daily activities of building inspection staff.

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 work complies with applicable codes and guidelines.
2. Supervises assigned full-time staff.
3. Reviews submitted plans to ensure that proposed construction projects meet applicable codes and guidelines.
4. Contacts, responds to, and meets with contractors, engineers, developers, and the public regarding construction project issues.
5. Investigates and resolves complaints of building code violations.
6. Integrates and coordinates construction activities with other city departments, contractors, developers, and other governmental agencies.
7. Ensures that accurate and complete records are maintained to record all field activities.
8. Reads and understands plans, blueprints, written instructions, technical manuals, testing information and specifications.
9. Plans, coordinates, assigns, and reviews the work of building inspectors and other support staff to ensure that new construction/remodeling projects for residential and commercial structures in the City of Joplin comply with established City zoning and building codes/ordinances and codes and guidelines.
10. Monitors and evaluates the effectiveness of City inspection staff and makes job assignments for inspectors.
11. 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 conferences, seminars, workshops, and other training for professional purposes.
- Depending on assignment, may train and direct the work of seasonal staff as needed.
- Attends and participates effectively at department 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 and other programs assigned and utilized by the department. Knowledge of the programs and information needed by the groups served. Knowledge of economic and social characteristics and needs of the different community areas. Skill in researching and preparing informational materials and in maintaining a variety of records and preparing a variety of reports. Ability to use hardware and software to track data and accumulate results. Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other City employees and the public; understanding and following oral and written instructions;
understanding and interpreting engineering plans and specifications, making decisions utilizing sound judgement, accurately maintaining required records and reports; evaluating, training and coaching subordinate personnel; analyzing work volume and efficiently utilizing personnel and available resources to accomplish unit objectives. Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Some college level training and/or coursework preferred.

Experience: Three years of experience in construction inspection work or construction project management work, at least one year of which involved supervisory responsibilities.

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 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 needed to enter and retrieve data using a computer keyboard 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:		Type of Change: New position
Revision details: New position added through Use Tax and related Action Plans.		