

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Building Inspector/Code Enforcement Officer
Department: Public Works

Entry Grade: 15
FLSA Status: Eligible

ACKNOWLEDGED
BY INITIALING

_____ **Supervision Received:** Work performed under general and specific supervision of Community Redevelopment Coordinator with considerable latitude for independent action.

_____ **Supervision Exercised:** None or as assigned.

_____ **Responsibilities:** Assists in data collection as assigned. Responsible for the visual inspection of construction plans, as well as the physical inspection of new and existing structures to ensure compliance with City and State building codes and zoning ordinances; monitors flood plain compliance. Conducts plumbing, electrical and building inspections and issues appropriate permits; investigates citizens' nuisance complaints involving derelict vehicles, junk and trash, tall grass, weeds and unsanitary conditions. Responsible for detecting applicable Municipal code violations, condemning substandard structures and monitoring the deposition of these structures as determined by State Statute/City Ordinance. Maintains permit records. Provides reports as required. Required to perform duties of Humane Officer and other duties as required.

_____ **Essential Function of the Job:** Ability to perform work out-of-doors in all weather conditions with temperatures ranging from below freezing to above 100 F. Ability to visually and physically inspect construction sites; ability to stand, sit, kneel, stoop, twist, climb and lift objects weighing up to 50 lbs.; ability to operate motor vehicles. Must be able to hear standard equipment alarms, (buzzers, beepers).

_____ **Knowledge, Skills, and Other Job Requirements:** Must possess formal education in architecture, construction technology or five years experience in building construction or related work or be otherwise qualified City employee. Drafting skills preferred. Must be able to read and comprehend technical blueprints, manuals, and city and state ordinances and laws. Must be able to write business letters and reports. Must possess excellent interpersonal communications and public relations skills. Must possess valid motor vehicle operator's license. Must reside within ten (10) miles of Sikeston City limits by end of employment probationary period. Must maintain active landline or cellular telephone. May be required to work irregular hours, as needed.

_____ **Equipment Used or Operated:** Motor vehicles; map making equipment; drafting equipment; standard office equipment, base and communication radios.

_____ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to any employment position as described in the foregoing job description, hereby acknowledges he/she has read said job description and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date

(Revised 7/2013)