



## City of Belton

### BUILDING INSPECTOR

Department: **Planning & Building Department**

Reports to: **Chief Building Official**

**GENERAL PURPOSE:** Under general direction, conducts and documents building inspection activities to ensure compliance with adopted building codes and related municipal codes and zoning ordinances for the City.

Salary range is \$40,490.74 - \$61,611.89, DOQ, with a competitive benefits package.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all team members in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews plans and related technical materials for compliance with adopted codes, regulations and industry standards.
- Reviews permit applications for adherence to associated codes, regulations, and industry standards; approves permits; documents and enters approval into records/files.
- Responds to questions from the public, property owners, and other parties/agencies by explaining the applicability of codes, ordinances, city and state statutes and related regulations and industry standards, the codes enforcement processes, and case-specific information while maintaining required security and confidentiality of information created or encountered in the course of assigned duties.
- Creates and maintains files and related records in manual and automated systems and assures proper retention and archiving.
- Conducts field work and inspections of properties related to building codes and other codes enforcement for compliance with permitted activities, adopted codes, regulations and industry standards; writes up violations, if found; and documents and takes pictures of violation issues.
- Researches code issues; ensures familiarity with adopted codes; identifies discrepancies, anomalies and conflicts in City codes and regulations and refers the same to management for attention.
- Prepares and submits routine, recurring and special reports to management.
- Assists with the review and development of policies and procedures associated with building, zoning, and related codes and regulations for the City.
- Supports the relationship between the City of Belton and the constituent population by providing excellent customer service; promotes the City goals and priorities in compliance with all policies and procedures; maintains absolute confidentiality of work-related issues, client records and City information; and performs related duties as required or assigned.
- Ensures that job duties are completed in strict adherence to established safe work practices.

## **JOB DESCRIPTION**

### **City Building Inspector**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED and three years of experience in general construction, contracting, planning, project design or materials procurement that includes leadwork, supervisory or foreman experience over assigned projects; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

- Possession of a valid State of Missouri or Kansas Driver's License.
- Completion of ICC Building Inspector Certification or the ability to obtain full certification within one (1) year of appointment.

##### **Required Knowledge of:**

- Construction permitting processes; industry standard building construction practices, methods and materials.
- Principles and techniques of review and evaluation of construction plans and related technical data for compliance with codes and standards.
- City/departmental standards for the creation and maintenance of records, including automated records and databases.
- Procedural and legal processes involved in the resolution of code violations.
- Federal, state, and local laws applicable to building and zoning codes.
- Effective communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

##### **Required Skill in:**

- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and applying building codes, laws, ordinances, statutes and construction industry standards.
- Analyzing construction plans, specifications and associates technical data for compliance with codes and standards.
- Detecting and documenting defects and deviations from permitted construction activities and codes and standard.
- Preparing and maintaining files and records for code violations in both manual and computer-based systems.
- Scheduling worksite inspections and technical plans reviews in response to code violations or allegations.
- Communicating effectively verbally and in writing sufficient to explain the codes enforcement processes and requirements to interested and affected parties.
- Conducting code interpretation, building inspections, and code enforcement.
- Maintaining confidentiality and communicating with tact and diplomacy.

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### **City Building Inspector**

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment; routinely travels to various inspection sites and occasionally may be exposed to dangerous machinery, extreme weather conditions, and potential physical harm when conducting on-site inspections.

Interested applicants should submit an application, resume and cover letter to Brian Hunt, [bhunt@belton.org](mailto:bhunt@belton.org) or by mail to 520 Main Street, Belton, MO 64012.

Upon selection, a background check and physical/drug test are required.

The City of Belton, Missouri is an Equal Opportunity Employer. (EOE)