



**CITY OF  
SAINT CHARLES**

**WE ARE  
HIRING**  
JOIN OUR TEAM

## **OPEN POSITION:**

Building Inspector  
Community Development Department

## **JOB DESCRIPTION**

The City of Saint Charles Human Resources Department is currently recruiting for the position of Building Inspector for the Community Development Department. The purpose of this position is to inspect residential and commercial property for compliance with building codes, electrical codes, mechanical codes, property maintenance codes, zoning codes and city ordinances.

## **COMPENSATION DETAILS**

- **Posting Date:** December 18, 2023 - Open Until Filled
- **Salary Range:** \$63,405.17 - \$76,086.20
- **Status:** Full Time, Non-Exempt
- **Comprehensive, Cost Effective Benefits Package:** Medical, Dental, Voluntary Vision, Life and Disability Insurance; FSA; HSA; Retirement and Deferred Compensation programs; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits

## **Essential Duties and Responsibilities**

*The following duties under the direction of the City Attorney are normal for this position. These are not to be construed as exclusive or all-inclusive.*

- **Perform construction inspections and inspections on new structures and existing structures for building codes, plumbing codes, mechanical codes, electrical codes, handicapped accessibility requirements and city ordinance.**
- **Inform and advise the general public, contractors, property owners, architects, engineers, developers and others regarding inspection activities, violation correction procedures, building standards, codes and zoning matters.**
- **Verify and document code violations.**
- **Performs residential plan review under supervision.**

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# CITY OF SAINT CHARLES

- Notify builders, contractors, home owners, tenants and business owners of code violations.
- Perform follow-up inspections for corrected violations.
- Receives and responds to code violation complaints.
- Maintains records of inspection activity.
- Act as inspection liaison to other agencies.
- Coordinate inspection functions with other City Departments and agencies.
- Assist the Code Enforcement Division in inspection and enforcement of property maintenance code violations on an as-needed basis as assigned.

## Minimum Training and Experience Required to Perform Essential Job Functions

- Vocational or technical training in building codes, zoning codes, property maintenance enforcement, building inspections, building trades or related area.
- Three years general building construction or related experience.
- ICC Residential and Commercial Building Inspector and Property Maintenance certification required within 6 months of hire date.
- A valid driver's license required.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.



### How to Apply

Online employment applications can be accessed on our City Website:

[www.stcharlescitymo.gov](http://www.stcharlescitymo.gov)

**City of St. Charles  
Position Description**

**Position Title:** Building Inspector  
**Pay Grade:** Grade 59 - Non – Exempt  
**Reports to:** Building Commissioner  
**Approved:** October 2023

**Purpose of Position**

The purpose of this position is to inspect residential and commercial property for compliance with building codes, electrical codes, mechanical codes, property maintenance codes, zoning codes and city ordinances.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Perform construction inspections and inspections on new structures and existing structures for building codes, plumbing codes, mechanical codes, electrical codes, handicapped accessibility requirements and city ordinance.
- Inform and advise the general public, contractors, property owners, architects, engineers, developers and others regarding inspection activities, violation correction procedures, building standards, codes and zoning matters.
- Verify and document code violations.
- Notify builders, contractors, home owners, tenants and business owners of code violations.
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- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Physical Abilities Required to Perform Essential Job Functions**

- Ability to work under moderately safe and comfortable conditions where exposure to construction site environmental factors such as temperature variations and extremes, toxic agents, noise, machinery, wetness, electrical currents, irate individuals and/or dust, may cause some discomfort and where there is a risk of injury.