

# BUILDING INSPECTOR

If this position interests you, send your Employment Application, resume and cover letter to David Pavlich at [dpavlich@kearney.com](mailto:dpavlich@kearney.com). Additional information can be found at: [https://www.kearney.com/how\\_do\\_i/apply\\_for/career\\_opportunities.php](https://www.kearney.com/how_do_i/apply_for/career_opportunities.php)

**REPORTS TO:** COMMUNITY DEVELOPMENT DIRECTOR

**FY2025 POSITION PAY GRADE:** 53

**SALARY RANGE:** \$29.29/HOUR - \$44.56/HOUR

**POSITION SUMMARY:** The Building Inspector is responsible for reviewing and inspecting construction activities within the city to ensure compliance with adopted building codes, zoning regulations and safety standards. This position plays a critical role in safeguarding public safety, promoting responsible development, and maintaining the integrity of the built environment within the city.

## OBJECTIVES:

- Enforce building codes and regulations to ensure the safety, structural integrity, and accessibility of buildings.
- Verify that new construction complies with building codes, zoning ordinances, and approved plans through field building inspections.
- Review and approve building permit applications, ensuring that proposed construction projects meet regulatory requirements before work begins.
- Maintain accurate records of inspections, permits, violations, and compliance activities, and prepare monthly reports.
- Investigate complaints, issue citations, and take enforcement actions against violations of building codes and ordinances.
- Assist with review and development of policies and procedures related to the department.
- Respond to questions from the public, property owners, or other parties/agencies while maintaining required security and confidentiality of information, as needed.
- Collaborate with other departments and agencies to ensure coordinated oversight of development projects and regulatory compliance.
- Attend Planning and Zoning, Board of Aldermen, or other meetings, on request or as required.

## COMPETENCIES:

- Proficient knowledge of International Building Codes and National Electric Code as applied to residential and commercial development.
- Basic understanding of city code compliance.
- Basic skills to read and follow plans and aerial maps.
- Ability to effectively communicate with and maintain a positive working relationship with staff, elected officials, supervisors, co-workers, citizens, business and community groups.

- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws.
- Ability to communicate and follow directions in English, both orally and in writing.
- Basic skills in the operation of a personal computer and various software applications, including Microsoft 365.
- Ability to understand and provide excellent customer service.
- Ability to maintain proficiency and knowledge of current or new regulations/legislation within areas of responsibility.
- Basic knowledge of City safety rules and operating procedures.
- Ability to plan, organize and oversee assigned work programs.
- Ability to maintain regular and punctual attendance.

#### **EDUCATION AND EXPERIENCE:**

- High School diploma/ GED and at least two (2) years of experience in plumbing, construction, or related field; preference given to master of journeyman electrical license, experience in a skilled trade (framing, electrical, plumbing, or mechanical), and/or experience in residential and non-residential construction.
- ICC Certification in at least one inspection area (building, electrical, mechanical, or plumbing) is required. Must pass the ICC B1 Residential Building Inspector exam within one year of hire and must pass the ICC B2 Commercial Inspector exam within three years of hire.

#### **PHYSICAL REQUIREMENTS:**

- Work performed includes both indoor and outdoor environments.
- Sufficient dexterity or mobility to sit and work at a keyboard, for extended periods of time, ascend or descend stairs or ladders, maneuver on uneven terrain, and lift/carry up to 30 pounds.
- Exposure to heights, confined spaces.
- Exposure to extreme weather conditions.
- Exposure to dangerous machinery, dust, hazardous chemicals, and fumes.

#### **ABOUT US:**

The City of Kearney serves to create a thriving, sustainable and desirable community.

Our core values are integrity, compassion, service, and teamwork. We are honest and transparent in our communications and operations. We treat all people with respect and dignity. We express ourselves in a genuine and honest way. We apply the laws and rules that govern us to every decision we make and every action we take. We are kind, friendly and considerate towards the community and our colleagues, regardless of their status or disagreement with us. We listen well and seek to understand before responding. We nurture and embrace differing perspectives to make better decisions. We care about our community and are sensitive to its needs. We work towards mutually beneficial solutions to

get to yes for positive outcomes. We believe learning never stops and are committed to continuous improvement. We admit mistakes freely and openly so that we can learn and become better. We are passionate about helping others and making Kearney a better place to live, work and visit. We recognize and appreciate that our differences make us stronger and smarter, allowing us to do amazing things for Kearney. We question actions inconsistent with our values and provide candid, helpful, and timely feedback to our colleagues. We take responsibility for our actions and decisions and following through on our commitments and promises. We value creativity, a positive attitude and enjoying ourselves at work.

The City of Kearney offers competitive pay and a great benefit package, including health insurance, 13 paid holidays, paid vacation and sick time and the L-7 Missouri LAGERS retirement pension for all full-time employees. We also offer a wellness plan, tuition reimbursement, annual service awards and an Employee Assistance Program.

The City of Kearney is an Equal Opportunity Employer and values diversity in its workforce.