



1330 S. Big Bend Blvd.
Richmond Heights, MO 63117

www.richmondheights.org

Building Inspector

Dept/Div: *Inspections*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult technical work inspecting properties for compliance with City codes, and related work as apparent or assigned. Work is performed under the limited supervision of the Building/Zoning Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Conducts building inspections for conformance to building, electrical, plumbing, framing, mechanical, and fire safety codes and ordinances.

Conducts permit inspections.

Responds to and assists with complaints.

Assists with the Inspections office; returns phone calls, emails and covers front office.

Knowledge, Skills and Abilities

General knowledge of building construction materials and methods and of stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge of State building and related codes, laws and ordinances; general knowledge of State building practices, policies, rules and regulations; some knowledge of GIS; ability to detect poor workmanship, inferior materials and hazards of fire and collapse; ability to read and interpret codes, manufacturer specifications and building site plans and apply code requirements to visual inspections; ability to learn permitting software; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to communicate effectively, both orally and in writing; ability to make public presentations; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with associates, business owners, builders, engineers, architects, elected officials and the general public.

Education and Experience

High school diploma or GED required and considerable experience in property inspections.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and operating motor vehicles or equipment; work frequently requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places and exposure to the risk of electrical shock; work is generally

in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

ICC Residential Building Inspector and Int'l Property Maintenance Code certifications.
Valid driver's license.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date