



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

www.richmondheights.org

Building Inspector Senior

Dept/Div: *Inspections*

FLSA Status: *Exempt*

General Definition of Work

Performs complex skilled technical work inspecting properties and reviewing plans 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

Performs plan reviews and inspections; attends preliminary site plan meetings on large projects.

Plans, coordinates and conducts complex building inspections for conformance to building, electrical, plumbing, framing, mechanical, and fire safety codes and ordinances.

Advises the public, contractors, and builders regarding building, codes, laws and requirements; responds to citizen concerns regarding potential violations.

Assists Building/Zoning Administrator in preparation of annual budget.

Knowledge, Skills and Abilities

Thorough knowledge of State building and related codes, laws and ordinances; 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 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 extensive experience in building inspections and plan review.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; 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 occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified plans examiner for International Building & Residential Codes, Certified 1&2 Family Building Inspector, Certified Building Inspector and Certified Commercial Building Inspector.
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