

JOB TITLE: Building Inspector/Code Enforcement Officer

SUMMARY: This salaried position is responsible for interpreting and enforcing codes and ordinances adopted by the City, reviewing plans for compliance with codes, issuing permits and performing field inspections to assure compliance with codes and ordinances. This position will also assist in development review and issues related to land use, zoning, urban design, comprehensive and physical planning, works with the community planner in preparing written recommendations for the Planning and Zoning Commission and Board of Aldermen.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the enforcement of building, electrical, mechanical, plumbing, health and nuisance, concrete, subdivision, and special codes of the City of Mt. Vernon.
- Provides information and testimony, if required, in prosecuting code violations.
- Reviews preliminary development proposals for form and consistency with policies or recommendations of the planning commission, subdivision regulations, land use plan and other applicable local and state laws.
- Reviews all building and remodeling plans for building construction.
- Assist citizens and answers inquiries concerning material relating to city regulations.
- Negotiates with developer and contractor compliance with applicable code requirements including interpretation and recommendations as to technical requirements.
- Oversees the issuance of all permits for new construction and remodeling work and makes necessary inspections.
- Maintains permanent records of all permits issued.
- Answers inquiries pertaining to the various building codes.
- Investigates complaints of code violations and requests compliance.
- Inspects condemned structures being repaired or demolished to see that it is done in accordance with codes and ordinances.
- Reviews all site plans and maps, petitions for rezoning, special use permits, collects and analyzes research data, writes progress reports, and makes follow-up contacts to ensure compliance; makes recommendations to Planning and Zoning Commission and Board of Aldermen on various code enforcement matters.
- Attends all meetings of the Planning and Zoning Commission, Board of Aldermen and other such meetings when requested by superiors.
- Any and all other duties and functions as prescribed by the Public Works Director, City Administrator, Mayor, Board of Aldermen, and/or City ordinance.
- Reviews development plans, and subdivision proposals for consistency with the City's plan, policies, and programs
- Reviews all site plans and maps, petitions for rezoning, special use permits, collects and analyzes research data, writes progress reports, and makes follow-up contacts to ensure compliance; makes recommendations to Planning and Zoning Commission and Board of Aldermen on various code enforcement matters.
- Assists in preparation of agenda packets for the Planning Commission
- Notifies property owners of proposed developments and newspapers of Planning Commission cases
- Collect and analyzes data; reads and interprets, and verifies legal descriptions, maps, and aerial photographs
- Assist citizens and answers inquiries concerning material relating to city regulations.

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- Prepare recommendations for changes to the comprehensive plan.
- Perform field surveys.
- Assists in preparation of public meetings, hearings and presentations.
- Participates in and attends meetings.
- Performs routine inspections.
- Investigates complaints of code violations and requests compliance.
- Negotiates with developer and contractor compliance with applicable code requirements including interpretation and recommendations as to technical requirements.
- Attends all meetings of the Planning and Zoning Commission, Board of Aldermen and other such meetings when requested by superiors.
- Any and all other duties and functions as prescribed by the Public Works Director, City Administrator, Mayor, Board of Aldermen, and/or City ordinance.

OTHER SKILLS AND ABILITIES:

- Ability to understand and follow verbal and written instruction with limited supervision.
- Ability to prepare department reports and recommendations as needed.
- Ability to establish and maintain effective working relationships with other employees, city officials, and the general public through written and oral communications.
- Must have good written and oral communications skills.
- Knowledge of building and fire codes, construction of buildings and automobiles, familiarity with all major buildings in the City and with all sprinkler and standpipe systems in Scott City and surrounding response area.
- Demonstrates ability to remain calm and decisive under extremely stressful conditions.
- Reviews development plans, and subdivision proposals for consistency with the City's plan, policies and programs
- Reviews all site plans and maps, petitions for rezoning, special use permits, collects and analyzes research data, writes progress reports, and makes follow-up contacts to ensure compliance; makes recommendations to Planning and Zoning Commission and Board of Aldermen on various code enforcement matters.
- Assists in preparation of agenda packets for the Planning Commission
- Notifies property owners of proposed developments and newspapers of Planning Commission cases
- Collect and analyzes data; reads and interprets, and verifies legal descriptions, maps and aerial photographs
- Assist citizens and answers inquiries concerning material relating to city regulations.
- Prepare recommendations for changes to the comprehensive plan.
- Perform field surveys.
- Assists in preparation of public meetings, hearings, and presentations.
- Participates in and attends meetings.
- Performs routine inspections.
- Investigates complaints of code violations and requests compliance.

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- Negotiates with developer and contractor compliance with applicable code requirements including interpretation and recommendations as to technical requirements.
- Attends all meetings of the Planning and Zoning Commission, Board of Aldermen and other such meetings when requested by superiors.
- Any and all other duties and functions as prescribed by the Public Works Director, City Administrator, Mayor, Board of Aldermen, and/or City ordinance.

Other Knowledge, Skills, and Abilities:

- Considerable knowledge of the principles and practices of urban planning.
- Knowledge of land use policy, City comprehensive plan, pertinent data sources, and research methods.
- Knowledge of current trends in zoning, subdivision, public services delivery, and capital improvement programs.
- Knowledge of the mechanisms of land use control, urban growth economics, and institutions involved in land use regulations.
- Knowledge of typical applications and terminology in related fields of engineering, architecture, data processing, and public administration.
- Skill in operating a personal computer and its required software.
- Ability to perform necessary research and/or investigations.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to prepare and present oral and written reports, presentations, and recommendations.
- Excellent work history and attendance record.

ESSENTIAL FUNTIONS

- Sight.
- Hearing.
- Must be able to manage, supervise, and coordinate the activities of a complex organization.
- Must be able to exercise sound judgment in evaluation situations and in decision making.
- Must be able to administer, plan, and direct comprehensive projects.
- Must be able to analyze and prepare comprehensive reports.
- Must have good oral and written communication skills.

MARGINAL FUNTIONS

Coordinate use of arms, legs, and hands at once, frequent lateral mobility, changing physical location, stooping, climbing, bending, pushing, and pulling.

MISCELLANEOUS REQUIREMENTS

- Must be willing to work during non-regular hours, such as nights, weekends, and/or holidays.
- Must be willing to work during periods of inclement weather.
- Subject to emergency call-in.
- Must successfully complete a background check.
- Must pass a pre-employment substance abuse test.

This position description is a general guideline for work behavior and is not intended to be a comprehensive list of all job duties. Therefore, it is also not, nor can it be implied to be a contract of employment. The contents of this position description may be changed without notice and employment may be terminated by either party at will.