

City of Monett
POSITION DESCRIPTION

Moniob56

Job Title: Assistant Superintendent of Utilities/BOCA Inspector

Department: BOCA

Salary Range: Payroll – Level 14

Immediate Supervisor: General Manager Utilities and City Council

ESSENTIAL FUNCTIONS

- I. Building Inspector Activities 40% of Time
 - A. Knows International Building codes and City codes and regulations, assuring thoroughness and accuracy.
 - B. Accepts permit applications and writes buildings permits. Verifies code compliance for all permit applications.
 - C. Conducts ongoing inspections confirming proper installation and providing information and answering questions as requested, assuring for the best PR for the City and department. Conduct re-inspections as needed.
 - D. Addresses conflicts and provides suggestions for solution finding. Researches alternatives with a variety of sources, recommends alternatives .In some cases directs to solution.
 - E. Conducts a pre-final inspection produces punch list, assuring for thoroughness.
 - F. Conducts the final inspection, ensuring compliance with building codes and that other specifications have been fulfilled to City regulations.
 - G. Assists the contractor by providing information, direction and other assistance, assuring for professionalism and project compliance.
 - H. Issues certificates to occupy a building, specifying permit number and type of building, and its use group, assuring for professional and accuracy.
 - I. Deals with the public in a professional and courteous manner.
 - J. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
 - K. Reviews, comments on and approves/disapproves all subdivision plats, associated engineering plans and storm water detention plans. Coordinates City Planning and

Zoning Commission, assuring for safety.

- L. Enforces and administers "Dangerous Buildings" ordinance for the City. Makes inspections as needed, assuring for safety and regulation compliance. Coordinates with City Building Board, City Attorney, Mayor and City Council to effectively enforce the ordinance for the City.
- M. Reviews building plans for all residential, commercial and industrial construction in the City of Monett for compliance with the 2000 International Building Code and associated Codes. Coordinates with architects, engineers and builders, comment, review plans, etc. for Code compliance.
- N. Enforces and administers the 1999 National Electrical Code. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential electrical installations. Served as One- and Two-Family Residential Electrical inspector.
- O. Enforces and administers the 2000 International Plumbing Code. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential plumbing installations.

II. Zoning Inspector Duties 20% of Time

- A. Pursues ongoing mastery of all Zoning ordinances and regulations, assuring for accuracy and safety.
- B. Enforces and administers assigned zoning ordinances and storm water management, manufactured and mobile home ordinances and regulations for the State of Missouri, the City of Monett and annexed areas.
- C. Attends all planning and zoning meetings, reports to P&Z Commission regarding plans and gives recommendations. Coordinates with City Attorney, City Council and City Departments, assuring for professionalism and accuracy.
- D. Communicates with the State and Federal Emergency Management Agencies, home applicants, and Manufactured Housing Institute regarding ordinances and regulations the City of Monett, assuring for professionalism and thoroughness.
- E. Writes city ordinances as required. Coordinate with Mayor, City Council and City Attorney to adopt ordinances, assuring for professionalism.

III. Flood Plain Administrators 5% of Time

- A. Manages and enforces the City Flood Management ordinance, assuring for safety.
- B. Accepts permit applications, writes permits, and approves building plans for building in the Flood Plain, assuring for safety and accuracy.
- C. Consults and communicates with the State Emergency Management Agency and the

Federal Emergency Management Agency as needed, assuring for professionalism and accuracy.

- D. Coordinates with State Emergency Management Agency regarding their 2 year audit system. Prepares documents required for the Audit, assuring for accuracy and professionalism.

IV. ADA Advisory Committee Chairman 5% of Time

- A. Enforces international code for accessible and usable buildings for compliance with ADA regulations for new construction or remodeling, assuring for safety and thoroughness.
- B. Coordinates all ADA committee activities as the Compliance Coordinator and monitors and enforces ADA regulations for all City buildings, assuring for safety and thoroughness.

V. Assistant Superintendent of Utilities..... 20% of Time

- A. Manages City Water Department. Coordinates with City Electrical Department and City Waste-Water Department to maintain and upgrade all City facilities, assuring for safety and accuracy.
- B. Evaluates, troubleshoots and maintains City wells, well-houses, motors, pumps, circuits, plumbing and hydraulic circuits, chlorine systems, etc. as needed, assuring for accuracy and safety.
- C. Enforces the Backflow Prevention Ordinance program, the Grease Trap program, and other Water Department programs, assuring for professionalism.
- D. Oversees day-to-day work with water and waste-water foreman and crews.
- E. Enforces all applicable City code ordinances and requirements. Reviews code and recommends changes, and coordinates with City Attorney and other City departments, assuring for professionalism and accuracy.
- F. Design and establish design requirements for well houses, chlorine rooms, chlorine/fluoride storage facilities and associated well-house equipment.
- G. Design the fluoride injection facilities for all city wells, the injection buildings and the pumping facilities.

VI. Supervisory Activities 5% of Time

- A. Selects appropriate individuals and conducts an orientation to the job for all new employees.
- B. Monitors performance and provides appropriate coaching and judging as needed.

- C. Evaluates and recommends employees for continued employment.
- D. Provides ongoing supervision for all employees, assuring for safety and professionalism.
- E. Provides ongoing corrective action for employees in need, assuring professionalism.
- F. Completes operational and statistical reports, distributes to appropriate parties, assuring for accuracy and timeliness.
- G. Assist with the removal and disposal of downed timber, assuring for safety and to obtain the best price.

VII. Budget Activities..... 5% of Time

- A. Prepares the budget in accordance with the standards established, assuring for accuracy and timeliness.
- B. Defends and explains the details of the budget as needed, assuring for accuracy.
- C. Provides details if budget variances occur and assists in bringing operations back into compliance with budget as needed.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above-Average accessibility of all work sites required for the position.
- ◆ Above-Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above-Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 50 Ib. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance; ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed high school diploma or equivalent.
- ◆ Three or more years experience with civil drafting and construction processes.
- ◆ Computer literacy and familiarity with Windows and Microsoft Office.
- ◆ Membership in the SW section State of Missouri, Water and Waste Water Conference).
- ◆ Class D Water Supply Operator.
- ◆ Class DIII Water Distribution Operator.
- ◆ 1 or more years experience with civil design work.

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of Information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.

- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.