

City of Monett
POSITION DESCRIPTION

Monjob57

Job Title: Code Enforcement Officer/Assistant Building & Zoning Inspector

Department: Building & Zoning

Salary Range: Payroll – Level 8

Immediate Supervisor: Building & Zoning Inspector and City Administrator

ESSENTIAL FUNCTIONS

- I. Code Enforcement Officer 50% of Time
 - A. Interprets the International Property Maintenance Code and Chapter 225 of the Monett Municipal Code, assuring thoroughness and accuracy.
 - B. Conducts ongoing inspections to determine compliance with the International Property Maintenance Code and the Monett Municipal Code nuisance regulations.
 - C. Makes written notices to the person or persons responsible for the property when a violation of the code has been determined.
 - D. If notices of violation are not complied with, the officer shall institute the appropriate proceeding at law through the use of legal means to correct the violation.
 - E. Responds and investigates complaints initiated by city residents regarding property maintenance issues.
 - F. Maintain professional interpersonal relationship with all members of the general public while performing job in a competent manner.
 - G. Prepare periodic reports on code enforcement activities for review by supervisors and elected officials.

- II. Building Inspector Activities 35% 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. Inspects water and sewage service lines, assuring for safety and accuracy.
- L. Monitors tests of building drain lines, water supply lines and fuel gas lines, assuring for safety and accuracy.
- M. 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.
- N. Enforce international code council for accessible and usable buildings for compliance with ADA regulations for new construction or remodeling, assuring for safety and thoroughness.
- O. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

Additional Inspector Duties

II. Knowledge of and continued education of explanation of codes and regulations to ensure code compliance and safety.

A. Electrical Inspector Duties

- 1. Knowledge and enforcement of the 2005 National Electrical Code. ^
- 2. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential electrical installations.

B. Plumbing Inspector Duties

- 1. Knowledge and enforcement of 2006 National Plumbing Code.
- 2. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential plumbing installations.

C. Mechanical Inspector Duties

- 1. Knowledge and enforcement of 2006 International Mechanical Code.
- 2. Performs series of initial inspections, open-wall inspections and final inspections for commercial, industrial and residential plumbing installations.

III. Zoning Inspector Duties..... 10% of Time

- A. Enforces and administers assigned zoning ordinances and storm water management, manufactured and mobile home ordinances, and regulations for the State of Missouri and the City of Monett and annexed areas, assuring for accuracy and safety.

IV. Utility Activities 5% of Time

- A. Communicates with builders and developers regarding required water pipe specifications, sewer pipe specifications, and materials to be used for new construction, assuring for accuracy and safety.
- B. Communicates with appraisers, homeowners, prospective home buyers and real estate agents regarding the utilities available on the proposed properties. Uses maps and other documents to provide information, assuring for accuracy and professionalism.

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.
- ◆ 3 or more years of experience with construction processes.
- ◆ Computer literacy and familiarity with Windows.

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.