

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Code Administrator</u>
Sch & Grade	<u>PAT-12</u>
Class Code	<u>BH66</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Architecture</u>

**PRIMARY PURPOSE:**

Plans, organizes, and supervises the work of inspectors and administrative staff involved in building, electrical, mechanical, fuel gas and plumbing, zoning and dangerous building inspections for the City of Springfield; oversees the enforcement and development of those codes; oversee the enforcement and development of the craft certification program; supervises related inspection activities and coordinates with plan review staff.

**SUPERVISION:**

Under general supervision of the Director of Building Development Services; supervises a large staff of inspectors and inspection support personnel.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises inspection personnel involved in inspecting and enforcing building, electrical, mechanical; fuel gas and plumbing, zoning, and dangerous building codes for the City.
2. Supervises and oversees enforcement and development of the building, electrical, mechanical; fuel gas and plumbing and dangerous building codes for the City and oversees the enforcement and development of the craft certification program.
3. Completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
4. Plans, develops, implements, and maintains appropriate training programs for inspection staff.
5. Develops, makes recommendations, and implements long- and short-range plans regarding inspection services.
6. Reviews inspection systems and procedures in order to evaluate their effectiveness and efficiency; designs and implements new systems and procedures for inspections based on findings.
7. Provides technical expertise to inspectors and other staff members regarding inspection issues.
8. Contacts, responds to, and meets with the development community and the general public regarding inspection issues; works with parties to resolve problems as necessary.
9. Participates in budget development for the department and monitors approved budget throughout the year.
10. Coordinates and confers with other city staff, other governmental units and outside agencies on inspection matters of joint concern.
11. Utilizes necessary computer software applications.
12. Travels throughout the city in order to make periodic inspection tours with inspection staff.
13. Serves as the Director of Building Regulations in the absence of the Director as required.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

International Codes; applicable regulations and ordinances, construction standards, practices, procedures, and materials; interrelated activities dealing with other city departments such as Health, Law, Finance, Planning, and Public Works.

**Abilities**

Effectively plan, organize, and supervise inspection and code enforcement operations; read, learn, understand, interpret, and enforce applicable codes and ordinances accurately, fairly, firmly, and tactfully; utilize sound, independent judgment and make responsible decisions and recommendations; utilize computer software applications; deal effectively and courteously with associates, contractors, developers, builders, and the general public; communicate effectively both verbally and in writing including maintaining accurate records, preparing reports, and making presentations; follow oral and written instructions; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, or a related discipline, plus four years of progressively responsible professional engineering or architectural experience. Equivalent experience that allows an individual to obtain Professional Engineering (PE) or Professional Architect licensure may be substituted for the degree requirement.

**Physical Requirements**

Makes periodic inspections with inspection staff involving bending, squatting, kneeling, and reaching to both ground level and overhead; must be able to review plans, on-site layouts, construction progress, etc.; holds and grips objects; lifts, carries, pushes, and pulls up to 25 pounds; must possess ability to utilize computer keyboard and/or mouse.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment; when making inspection tours, may be subject to extreme weather conditions, dust, and pollen as well as electrical, mechanical, and other safety hazards associated with inspections; may be exposed to extreme noise, cramped spaces, poor lighting and ventilation while inspecting.

**Licensing/Certification**

Must possess a Professional Engineer's or Professional Architect's license; must possess MO license as issued by the Missouri State Board of Registration for Professional Engineers /Architects within six months of employment. Certified Building Official (CBO) through the Council of American Building Officials and a BOCA or ICC certified Building Inspector is desirable.

**Miscellaneous Requirements**

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License (if the vehicle is a personal vehicle, must have required insurance- mileage reimbursement is provided).

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 4481
<b>Comments:</b>	Updated Abilities	<b>Date:</b> January 9, 1995

<b>I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.</b>	
<b>Signed:</b> _____	<b>Date:</b> _____