

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Housing Inspector</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CB35</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Code Enforcement &amp; Inspection</u>

**PRIMARY PURPOSE:**

Conducts inspections of residential buildings ensuring the enforcement of applicable codes, life safety and ordinances.

**SUPERVISION:**

Under the supervision of assigned Professional Engineer over Inspection Services.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs on-site inspections of residential buildings and enforces all aspects of the housing code and zoning ordinance.
2. Performs on-site inspections of one- and two-family dwellings to enforce building, electrical, plumbing, and mechanical codes.
3. Inspects and reports on residential buildings which would come within the scope of the dangerous building code.
4. Performs calculations and measurements for such things as setbacks to determine compliance with City ordinances.
5. Reads and interprets construction plans, blueprints and schematic drawings as necessary.
6. Issues notices and citations for violations.
7. Communicates courteously with the public and effectively explains regulations and guidelines.
8. Travels to on-site inspection sites throughout the City.
9. Completes and maintains records and reports of inspections which may include data entry, typing, and filing.
10. Studies, learns, and interprets building and zoning codes, ordinances and trends; researches and learns construction methods and materials to insure knowledge of current standards.
11. Represents Building Development Services as a professional witness in court and other hearings as required by the Director of Building Development Services.

**IMPORTANT FUNCTIONS:**

1. Provides information to citizens regarding building codes and zoning ordinances.
2. Utilizes necessary computer applications such as word processing and database.
3. Assists in issuing permits and plan reviewing.
4. Works cooperatively with various departments as needed to complete the inspection process.
5. Attends conferences, seminars, workshops, 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**

Construction standards, practices, procedures, and materials; basic mathematical calculations.

**Abilities**

Learn, read, understand, interpret, and enforce applicable codes and ordinances accurately, fairly, firmly, and tactfully; interpret construction documents as necessary; prepare and maintain required records and reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, development community, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, or a related area, plus at least one year of experience in the field of building code enforcement or building design and construction; or two years of college or vocational technical training in industrial technology or engineering with at least three years of experience in a related building code enforcement or building design and construction area. Directly related experience in construction trade, inspection or plan review work dealing with building, electrical, mechanical, plumbing, and/or housing and zoning may be substituted for the education requirement on a year-for-year basis.

**Physical Requirements**

Requires standing and walking for long periods of time while conducting inspections; bends, carries, climbs, kneels, reaches, holds and grips objects; distinguishes colors to review wiring, piping, and material specifications; must be able to visually observe and identify violations relating to building, electrical, mechanical, plumbing, dangerous building and housing code.

**Working Environment**

Both indoor and outdoor working environments with exposure to a variety of extreme weather conditions as well as dust and pollen; subject to electrical, mechanical, and other safety hazards associated with residential and zoning inspections; exposed to extreme noise, cramped spaces, poor lighting & ventilation during inspections.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License; must hold certification as an ICC Property Maintenance and Housing Inspector or possess equivalent experience and obtain certification within six (6) months of employment.

**Miscellaneous Requirements**

Must be able to provide reliable means of transportation to and from inspection sites; if operating a personal vehicle to complete job duties, must possess required insurance (mileage reimbursement is provided).

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO. 5935</b>
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 27, 2011

**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.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_