

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Land Development Inspector</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CB40</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Code Enforcement & Inspection</u>

PRIMARY PURPOSE:

Performs a variety of inspections and enforces the City of Springfield Land Development Code and other applicable codes and ordinances administered and enforced by the Department of Building Development Services.

SUPERVISION:

Under direct supervision of the Code Compliance Investigator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Makes field inspections throughout the City regarding zoning issues and ensures that applicable code and ordinance provisions are accurately enforced.
2. Inspects and monitors required bufferyards and other landscaping areas for compliance with the Zoning Ordinance.
3. Inspects properties and assists in case preparation for Dangerous Buildings.
4. Reviews, approves, issues, and inspects applications for permit and field development of day care homes, house moving, wrecking of structures, historic site development, emergency shelters, temporary vendors, landmarks, and board submittals ensuring compliance with applicable codes and ordinances.
5. Notifies appropriate parties verbally and/or in writing of violations and indicates corrective action required.
6. Performs follow-up inspections to determine whether improvements have been made and/or whether violations have been eliminated; issues citations when remedial action is not taken within designated time frame.
7. Explains ordinances, codes and regulations to landowners, renters and other interested parties; provides general information when necessary.
8. Coordinates with the Prosecutor's Office and Municipal Court regarding the prosecution of violators and prepares written documentation.
9. Testifies at hearings on behalf of the City.
10. Cooperates with other City Departments in investigating and eliminating violations.
11. Maintains accurate records and prepares reports regarding inspection issues.
12. Travels to a variety of locations throughout the City to conduct assigned inspections.

IMPORTANT FUNCTIONS:

1. Assists other staff members with assigned projects.
2. 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

Accepted methods, practices, and materials involved in land development and zoning issues.

Abilities

Learn, read, understand, interpret and enforce applicable aspects of City codes and ordinances; enforce codes and ordinances fairly, firmly, and tactfully; interpret construction plans, blueprints, and schematic drawings; maintain accurate documentation and records; prepare and present both written and verbal reports; utilize appropriate computer software applications; follow both oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, architects, engineers, contractors, 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

Typically requires a Bachelor’s degree in, Construction Management, Resource Planning, Legal or other related field with at least one year of related experience such as zoning or building inspection, planning, construction, experience in using investigative techniques or code interpretation and enforcement; or an Associate’s degree in a related field as listed above with at least three years of experience as described above. Work experience as described above can be substituted for the education requirement on a year for year basis; or three years experience as a Permitting Services Representative with the Building Development Services Department is considered equivalent. Any combination of related experience and/or education will be evaluated.

Physical Requirements

Requires standing and walking for long periods of time while conducting inspections; bends, carries, climbs, kneels, reaches, holds and grips objects; must be able to distinguish colors as necessary to complete inspections of landscaping and building materials; observes and identifies violations relating to City of Springfield Land Development Code and other applicable codes and ordinances.

Working Environment

Works both indoors and outdoors with exposure to a variety of extreme weather conditions including temperature swings as well as dust and pollen; subject to electrical, mechanical, and other safety hazards associated with dangerous buildings and zoning inspections; at times may be exposed to extreme noise, cramped spaces, poor lighting, and poor ventilation during inspections.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

If operating personal vehicle for the completion of job duties, must possess required insurance (mileage reimbursement is provided).

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

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:** _____