

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>License Inspector</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CB15</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupation Group	<u>Code Enforcement and Inspection</u>

PRIMARY PURPOSE:

Responsible for performing field inspections and audits of businesses to insure compliance with city codes and state statutes; provides customer service by phone and in person with matters relating to the licensing of businesses.

SUPERVISION:

Under the general supervision of the Licensing Supervisor.

DESCRIPTION OF WORK

ESSENTIAL FUNCTIONS:

1. Reads, interprets, and enforces applicable city codes and state statutes as they relate to the requirements for operating a business in the city.
2. Conducts on-site inspections to insure that businesses properly display licenses and audits financial records and documentation to insure that proper licenses have been obtained.
3. Educates both businesses and the general public regarding licensing regulations and guidelines.
4. Enforces ordinances relating to the licensing of businesses; issues summons for adjudication by municipal court when required.
5. Prepares summaries and reports as requested for municipal court proceedings. Attends court proceedings as necessary.
6. Utilizes necessary computer applications.
7. Researches and studies current information regarding licensing and taxation in the City Code and State Statutes
8. Updates paperwork and forms as needed for compliance with codes and guidelines.
9. Responds to questions regarding licensing processing and procedures when conducting on-site inspections and/or audits.
10. Travels to a variety of business locations throughout the City to conduct inspections and audits.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, or 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

General knowledge of code enforcement procedures relating to licensing of businesses and local taxation; auditing and inspection procedures; modern office practices; computer software applications.

Abilities

Read, interpret and diplomatically enforce applicable regulations and ordinances governing local taxation and licensing of businesses; display sound, independent judgment; work independently; utilize computer software applications; prepare and maintain required records and reports; make rapid and accurate calculations using a 10-key calculator; document with camera when conducting inspections; communicates with customers and co-workers effectively and professionally; 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; follows oral and written instructions; interacts courteously with business owners, general public and associates in complex/stressful situations; presents an overall professional image; perform the essential functions 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 Accounting, Business, Public Administration or related field plus one year of responsible experience. Directly related experience can be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Performs walking, bending, squatting, kneeling, climbing and reaching to both ground level and overhead during inspections; lifts, carries, pushes, and pulls up to 40 pounds; holds and grips objects; ability to operate computer keyboard and mouse; subject to possible extended periods of sitting and standing due to inspection locations.

Working Environment

Both indoor and outdoor working environments; subject to extreme weather conditions including temperature swings as well as cramped spaces, dust, and pollen while conducting inspections. May be exposed to mechanical, electrical, chemical or other safety hazards when inspecting businesses under construction or during remodeling projects.

Licensing/Certification

If operating vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

Provide own transportation to conduct on-site inspections during regular working hours (mileage reimbursement provided when utilizing privately owned vehicle). Must be able to successfully pass a background check, including a credit check.

Last Revision:	May 2, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Miscellaneous Requirements	Date: 1974

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:** _____