

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Senior Inspector</u>
Sch & Grade	<u>PAT-9*</u>
Class Code	<u>CB38</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occ Group	<u>Code Enforcement & Inspection</u>

PRIMARY PURPOSE:

Conducts building, electrical, mechanical, and/or plumbing inspections as well as plan review services emphasizing continuity of service; provides direction to other departmental staff members.

SUPERVISION:

Under general supervision of the Code Administrator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs primary inspection duties in an assigned discipline such as building, electrical, mechanical and plumbing; inspects in all disciplines as need arises.
2. Performs plan review of construction plans under the supervision of the Structural Engineer and coordinates with inspection work to ensure continuity of services.
3. Meets with architects, engineers, and others regarding proposed construction projects.
4. Interprets construction plans and specifications in comparison to actual construction work being completed on site and works with all parties to ensure compliance.
5. Discusses field problems relative to inspection issues, questions, and concerns with other inspectors and works to provide effective solutions.
6. Advises and instructs inspectors with problems encountered during inspections.
7. Travels to on-site inspection sites throughout the City.
8. Completes and maintains records and reports of inspections which may include data entry, typing, and filing.
9. Provides information to citizens regarding building codes and ordinances.

IMPORTANT FUNCTIONS:

1. Utilizes necessary computer applications such as word processing and database.
2. Assists in issuing permits.
3. Works cooperatively with various departments as needed to complete the inspection process.
4. Attends conferences, seminars, workshops, and other training for professional development purposes.

Performs related work as required.

***Eligible for 5% pay differential**

QUALIFICATIONS REQUIRED:

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

Knowledge

Construction standards, practices, procedures, and materials; applicable codes and ordinances relating to Building Regulations.

Abilities

Effectively provide both inspections and plan review work; learn, read, understand, interpret, and enforce applicable codes and ordinances accurately, fairly, firmly, and tactfully; review and accurately interpret construction documents; learn computer software applications; prepare and maintain required records and reports; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; present 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

Must have one year of experience as a Building, Electrical, Mechanical & Plumbing, and/or Elevator Inspector with the City of Springfield. In addition, must successfully apply certification knowledge and perform duties equivalent to a Senior Inspector for six months.

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 materials specifications; must be able to visually observe and identify violations relating to building, electrical, mechanical, plumbing, and dangerous building codes.

Working Environment

Both indoor and outdoor working environments 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 inspections; exposed to extreme noise, cramped spaces, poor lighting & ventilation while inspecting.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License; Must possess and maintain certification from BOCA as a One & Two Family Dwelling Combination Inspector and Plans Examiner in the inspection discipline held prior to becoming a Senior Inspector.

Miscellaneous Requirements

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

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 4481
Comments:	Updated Abilities	Date: January 9, 1995

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:** _____