



OPEN POSITION

Job Title: Building and Codes Inspector

The City of Peculiar has an open position for **Building and Codes Inspector**.

Summary: Manages the day-to-day operations of the Codes Department, performs property and building inspection activities, interprets and enforces the building and property maintenance codes and assists all other departments as required by performing the following duties.

Conducts property inspections to ensure compliance with the Property Maintenance codes. Conducts building, plumbing and electrical inspections of new and remodeled structures to insure compliance with city codes. Issues code violation notices and tickets, maintains files and records of violations, issues tickets to violators and oversees cleanup, mowing and demolition as needed. Prepares and organizes recordkeeping files of permits and violations. Interacts with and advises builders and citizens on their individual building and code requirements.

Salary range: \$14.68-19.07 per hour. You may access an application on our website: www.cityofpeculiar.com or they are available at Peculiar City Hall. Please mail them to City of Peculiar 250 S. Main Street, Peculiar, MO 64078. Submit Attn: Human Resources. Applications will be taken until position is filled.

City of Peculiar is an Equal Opportunity Employer and an E-Verify Employer.



Language Ability:

Ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write notices and letters of compliance. Ability to make persuasive presentations on controversial codes topics to top management, citizens, and/or public boards.

Math Ability:

Ability to calculate figures and amounts such as building or lot areas, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of building and property codes.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; design software and internet software.

Education/Experience:

Bachelor's degree (B. A. / B. S.) in Construction Management or a closely related field from a four-year college or university is desirable; and three years related experience and/or training; or an equivalent combination of education and experience.

Certificates and Licenses:

Building, Electrical and Plumbing Inspector Certificates from IBC is desired

Knowledge, Skills and Other Abilities:

- Works with minimal supervision

*Essential Function



- Ability to multi-task

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, crawl. The employee must occasionally lift and/or move up to 50 pounds.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.