

Building Inspector

[City of Webster Groves](#)

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Application:

<https://www.governmentjobs.com/careers/webstergroves/jobs/4964951/building-inspector>

[4 East Lockwood Avenue, St. Louis, MO 63119](#)

Pay

Starting at \$68,000 a year + DOE

Job type

Full-time

Full job description

POSITION SUMMARY

The position performs plan reviews and on-site field inspections for general construction or specialized trade inspections of properties to verify compliance with the approved construction documents, adopted codes, and ordinances of the City, to safeguard public health, safety and general welfare. This position is also responsible for administrative functions relative to the documentation of inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Performs on-site inspections to verify compliance with code requirements including quality of materials and methods of construction for footings, foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, plumbing, electrical installations, zoning requirements and other construction work.
- Conducts on-site building inspections to verify compliance with approved drawings and applicable codes and ordinances.
- Reviews residential and commercial building plans and specifications.
- Develops, maintains and updates electronic and paper records of inspections and plan reviews.
- Investigates complaints regarding building safety concerns. Resolves complaint issues.
- Prepares and issues plan review correction letters and inspection violation notices. Tracks violations until resolved.
- Conducts conceptual plan reviews, pre-construction, and pre-Certificate of Occupancy meetings with contractors, city staff, owners, and design professionals to discuss any code items found during the plan review and inspection process.
- Conducts on-site meetings with contractors and owners during construction to discuss code violations found during inspections.
- Reviews all documents required by permit conditions during construction, including deferred documents and special inspections, for Code compliance and defects.

- Educates customers and all stake holders of code and ordinance requirements.
- Analyzes complicated industrial procedures and processes to determine if hazardous materials or conditions exist.
- Provides technical assistance and explains and interprets codes, ordinances, and regulations for design professionals, contractors, owners and the general public.
- Updates and maintains electronic and paper databases, files, forms and records.
- Assists with the issuance of permits for construction and determination of applicable permit fees.
- Interacts with citizens, builders, developers, and design professionals regarding inquiries, complaints and recommendations.
- Suggests maintenance and upgrades of codes and ordinances to the Building Official as required.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- High School Diploma/equivalent.
- Associates degree in inspection technology, or closely related field.
- Minimum of five (5) years' work experience in plan review, inspection, or construction experience.
- Certification as a Residential Combination Inspector within twelve (12) months of date of hire.
- Valid driver's license.

REQUIRED JOB COMPETENCIES

- Extensive working knowledge of residential building construction including structural framing, electrical, heating/air conditioning and plumbing systems.
- Working knowledge of pertinent construction codes and ordinances, proper inspection methods, and legal procedures involving enforcement of building codes and ordinances.
- Knowledge of safety codes, related laws and ordinances and building standards.
- Knowledge of the principals and practices of code compliance programs.
- Knowledge of blueprints, layouts, construction plans, parcel maps, and zoning maps.
- Skill in identifying technical and operational problems and recommending appropriate corrective actions.
- Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Knowledge of computer software consistent for this position.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
- Ability to perform word processing and/or data entry.
- Ability to perform mathematical calculations required of this position.

- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
- Ability to define problems, exercise sound judgment, and address a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain professionalism at all times.
- Ability to maintain confidentiality.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to establish and maintain effective working relationships with others.
- Ability to work the allocated hours of the position.

Job Type: Full-time

Pay: From \$68,000.00 per year

Work Location: In person

Gina Schiavo

HR Generalist

Human Resources

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