



## Building Inspector

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### JOB DESCRIPTION / Key Facts

**Department:** Community Development    **Reports To:** Community Development Director  
**Salary Range:** \$58,635- \$82,098    **FLSA:** Non-Exempt  
**Schedule:** 40 hours per week scheduled between 8:00 am – 5:00 pm, Monday-Friday

### Summary

The Building Inspector assists the Community Development Director in ensuring compliance with municipal and national building codes, city ordinances, and other regulations. This role involves inspecting residential and commercial structures, enforcing housing codes, and ensuring proper construction techniques are followed. The Building Inspector works closely with engineers, architects, developers, contractors, and property owners to interpret and enforce codes and regulations.

### Essential Job Functions

- Conducts inspections of residential and commercial structures to determine compliance with municipal and national codes.
- Reviews and approves building plans to ensure compliance with safety codes and ordinances.
- Inspects various construction elements, including wood framing, concrete pouring, masonry, and steel erection.
- Evaluates site preparations for construction, including foundation composition and soil support.
- Checks installation of stairways, handrails, bracing, and fire escapes for compliance.
- Recommends corrective actions for construction defects and enforces compliance with codes.
- Uses personal computer to enter and access building permit information.
- Maintains inspection records and prepares detailed reports.
- Assists in the enforcement of zoning and sign ordinances.
- Performs final inspections on completed buildings, including driveways, landscaping, and exterior materials.
- Performs related duties as needed or assigned.

### Minimum Qualifications – you must meet these requirements to be considered for the job.

- High school diploma or equivalent.
- Three years of experience in a construction trade or related field at the journeyman level.
- Equivalent combination of education and experience may be considered.

- Certification in building codes from the International Code Council or the ability to obtain certification within one year of hire.
- Ability to review and interpret building construction plans.
- Proficiency in using a personal computer for permit tracking and record-keeping.
- Valid driver's license with an excellent driving record.

**Knowledge, Skills and Abilities (KSAs)** which may be representative, but not all-inclusive of those commonly associated with this position.

- Strong knowledge of construction principles, materials, and techniques.
- Familiarity with legal procedures related to enforcing building codes and ordinances.
- Ability to conduct inspections in various environments, including crawl spaces, attics, and on rooftops.
- Effective communication skills, both verbal and written.
- Proficiency in research, analysis, and interpretation of written materials.
- Strong organizational skills and ability to multitask with evolving priorities.
- Ability to establish and maintain effective working relationships with employees, contractors, and the public.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Exposed to moderate noise levels typical of an office environment.
- Work is split between office duties and field inspections in varying weather conditions.
- Frequent travel to construction sites, requiring navigation over rough terrain and entry into confined spaces.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Light sedentary office work with frequent field inspections.
- Ability to climb ladders, kneel, and stand for extended periods.
- Ability to inspect construction sites, including excavation and grading areas.

**The City of Parkville** is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.