



## Job Description

### Building Inspector

Pay Grade: 07

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** Minimum two (2) years related work experience.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Director of Planning and Development

**Supervisory Responsibility:** No

**Primary Work Location:** City facilities, residential, and commercial worksites.

**Certification:** Valid State of Missouri Driver's License.

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**Job Summary:** Reviews and inspects all building construction and modification plans and projects for compliance with City of Nixa building, zoning codes, and ordinances.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Reviews residential and commercial building plans, specifications and calculations for new construction, additions, and/or remodeling for compliance with building, electrical, plumbing, and mechanical codes; inspects rental units for compliance prior to utility hook-ups.
- Issues building permits for new construction, alterations, and additions; issue permits for manufactured housing installation and inspection.
- Performs on-site foundation, framing, rough-in and final inspections of building projects; conducts a variety of field tests to determine code compliance; identifies code violations.
- Informs contractors and homeowners of needed corrections and provides advice and information to building owners, contractors, and developers on the requirements of the building code relating to the proposed construction projects.
- Responds to citizen complaints regarding faulty construction, etc.
- Assists planning staff in conducting visual checks of properties and locations for violations of City of Nixa Land Development Code regarding illegally parked vehicles, such as cars, boats, trailers, etc., on city or private property.
- Conducts visual checks of properties regarding health and safety and appearance of homes, yards, alleys and vacant lots; removal of portable signs.
- Researches and contracts owners to obtain voluntary compliance with clean-up and removals.
- Prepares complaints for court and arranges for the City or private contractors to clean property at the owner's expense.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned by supervision.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment



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An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Knowledge of international Building, Electrical, Mechanical, and Plumbing codes.
- City of Nixa regulations relating to building construction.
- Standard tests and calculations for building inspection.
- Standard methods and materials used in building construction.

#### **Skills**

- Establishing and maintaining effective working relationships with other staff, contractors, developers, and members of the public.
- Interpreting complex codes, regulations, guidelines, and procedures.
- Review of building plans, specifications, and construction activities for conformance with code requirements.

#### **Abilities**

- Work in extreme weather conditions, dust, and pollen.
- Mentally analyze a situation, solve problems and make decisions under pressure.
- Strong communications skills and ability to deal with the general public in a courteous, professional manner.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date