

Position Title: Building/Combination Inspector

Position Summary: The principal functions of the Building/Combination Inspector position is to perform inspections of construction projects to ensure compliance with the ICC codes, laws, and the City of Ladue regulations. This work is performed under the supervision and direction of the Building Official, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of work performed requires an employee in this position to establish and maintain effective working relationships with the Building Official, Building Department Coordinator, Code Compliance Officer, Fire Marshal, other City of Ladue Personnel, area businesses, homeowners, contractors, architects, engineers, developers, other related engineers, and the public.

Supervisory Responsibility: The Building/Combination Inspector does not supervise other employees.

Department Personnel Summary: The Building/Combination Inspector works closely with the Code Compliance Inspector, Building Official, and Fire Marshall. This position also works regularly with the Department's Administrative Support staff and the City Planner.

Reports To: Building Official (direct supervisor) and Director of Public Works (department head)

Duties and responsibilities include, but are not limited to:

Conducts inspections of new and existing construction projects for compliance with all commercial, industrial, and residential building, plumbing, and mechanical codes as adopted by the City of Ladue and FEMA flood requirements, and ensures construction is in accordance with approved plans.

Documents and maintains complete and accurate records of all inspections and any regulatory actions taken.

Interprets code requirements/regulations and explains permit/compliance conditions to developers, engineers, architects, property owners, the public, and other interested parties as required.

Assure proper and safe installations of routine and complex building systems.

Coordinate inspection activities with other City departments and public agencies.

Assists in conducting investigations of zoning, land use and construction code enforcement and abatement issues.

Investigates complaints of any unauthorized or non-compliant construction and issues stop work orders as necessary.

Assists in office as needed answering phones, assisting the public, minor plan review, and other duties as required.

Assist the Building Official & Public Works Director as needed and directed on other duties or special projects.

Perform plan review for small scale residential projects, particularly in the absence of the Building Official.

Perform related duties as assigned.

### **Required Education, Training and Experience**

High school education or equivalent required. Associate degree in building Inspection Services or other related degree desired but not required.

Minimum of 5 years of experience as a Building Inspector desired.

- ICC certification as Residential Building Inspector
- ICC certification as a Commercial Building Inspector within first 6 months of employment
- Additional ICC certifications in mechanical, plumbing, and plan review desired.

Experience with Microsoft Office including data entry and word processing.

The ability to perform plan review is desired.

Certification from NSC as a Stormwater Inspector is desired.

### **Desirable Knowledge and Skills:**

Accepted safety standards and methods of building construction.

Building related codes and ordinances enforceable by the City including the International Building, Mechanical, and Plumbing Codes, and the municipal zoning and sign ordinances. Knowledge of Fire Safety Codes is helpful.

Principles and techniques of building inspection work.

Complex building, fire, plumbing, mechanical and property maintenance code enforcement.

Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Read and interpret building plans, specifications and building codes and determine that construction systems conform to City Code requirements.

Advise on standard construction methods and requirements.

Make arithmetical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Communicate clearly and concisely, both orally and in writing.

Work independently without supervision.

**Physical Demands:**

Maintain the following physical abilities: see well enough to read, write, and make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use a computer keyboard, write, file and answer telephones; body mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties.

**Mental Demands:**

Having contact with customers: residents, business owners, contractors, developers, engineers, architects, realtors regarding permits, zoning, code compliance, and other aspects of the Building Division.

**Pay Range:** Salary range: \$64,504 - \$90,306 with starting salary negotiable.

**To apply:**

For additional information, please see the City of Ladue's website at [www.cityofladue-mo.gov](http://www.cityofladue-mo.gov)

Please submit resume and cover letter to: Paul Garlock, City of Ladue, 9345 Clayton Road, Ladue, MO 63124, or e-mail to [pgarlock@cityofladue-mo.gov](mailto:pgarlock@cityofladue-mo.gov)

AA/EEO Employer