

## **Job Description City of Hannibal**

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then either the incumbent or the supervisor can initiate a change in the job description at any time. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is in the Accounts, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

**Position title:** Part- Time Assistant Building Inspector (Up to 30 hours per week)

**Pay Grade & Range:** \$22-\$23/hour

**Department:** Building Inspection

**Supervision Received:** Works under the general supervision of the Building Code Official

**Exempt/non-exempt status:** Non-Exempt

**Revised/updated:** May 2025.

### **POSITION PURPOSE:**

The Part-Time Assistant Building Inspector works under the department head involving the performance of administrative duties, both assigned and self initiated, as well as a variety of routine and complex technical work in building inspection ensuring compliance with the International Building Codes and other related codes and standards.

Work involves public contact, representing the department head, other departments within the city, and with outside agencies related to the department's function, financial and other departmental records.

Employee must have extensive or have the ability to obtain knowledge of Department Policies and Procedures, City Ordinances, and State Laws regarding required Missouri State regulations.

### **Essential duties and responsibilities:**

Responds to complaints and inquiries; handles delegated tasks of the department head.

Maintain records, reviews, and reports on confidential information on the operations of the department.

Schedule's appointments and inspections.

Willingness to learn Opengov permitting and inspection software.

Maintains correspondence, reports, and other department documentation for inspections and permits.

Enforces building related codes, including the ICC series of building codes and the National Electrical Code, and all local codes adopted by Ordinance.

Performs on-site inspection of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, electrical systems, etc.

Represents the department in the public.

Performs research, reports and other correspondence with other City officials and staff on occasion.

Assist the department head and others within the department with the management of various projects and grant administration.

Ability to deal tactfully and effectively with employees, contractors, public, vendors, etc. to convey concise and accurate information.

Inspects rental housing units and issues certificates of occupancy for units meeting all applicable codes. Investigates complaints of renters and lessees of property and takes appropriate action to ensure code compliance.

Assists the Building Code Official in the performance of all department duties, and other duties as assigned.

Ability to distinguish confidential material and apply department standards for security and privacy.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

Assists the Department of Public Works with various projects and work tasks and any other duties assigned by the City Manager.

## **REQUIREMENTS OF WORK:**

### **Education and Experience:**

Graduation from a standard senior high school or GED equivalent, preferred four (4) years of experience in general construction and related fields, ability to use a computer and iPad or similar device, and any equivalent combination of training and experience.

One or more ICC certifications is desired, but willingness to obtain is acceptable.

### **Necessary Knowledge and Abilities:**

A valid state driver's license, or ability to obtain one by start of employment.  
Thorough knowledge of English, spelling, and arithmetic.

Ability to learn departmental practices and procedures.

Knowledge and ability to make independent decisions in accordance with established policies and procedures.

Knowledge and ability to learn and use specialized language and technical terms unique to department of assignment.

Ability to deal effectively and courteously with public inquiries and complaints.

Through knowledge or the ability to gain through knowledge of ICC Building Codes and general construction codes. Knowledge of carpentry, electrical systems, and mechanical systems; and skill applying ICC Building Codes, zoning, and land use regulations.

Ability to recognize faulty constructions or hazardous conditions created by deteriorations and to appraise for quality of construction and ventilation.

Read and interpret building construction plans and specifications and to recognize deviations from such plans and the construction process. Enforces codes and regulation, firmly tactfully and impartially. Establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the general public.

#### **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 job function.

Work is performed mostly in office settings. Frequent outdoor work is required in the inspection of various land use developments, construction sites.

While performing the duties of this job, the employee is occasionally required to stand; walk; climb ladders; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving parts; and is occasionally exposed to wet and slippery surfaces, humid conditions, extreme cold and heat.

**It is the policy of the City of Hannibal to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.**