

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Building Inspector II

CLASS CODE: 3852

GENERAL DESCRIPTION OF DUTIES:

Incumbents inspect commercial, residential and industrial construction and remodeling to ensure compliance with building and zoning codes.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Code Enforcement Series – Building Inspection Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for inspection buildings, construction and remodeling for compliance with building and zoning codes.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Inspects commercial, residential and industrial construction to ensure compliance with building and zoning codes.

Reviews construction for proper permits and related construction plans and drawings.

Inspects structures, including vacant buildings, demolition, alterations and construction, for compliance with fire and safety codes.

Investigates complaints from city officials, city departments and the public.

Documents violations, suggests changes and issues condemnation notices.

Performs follow-up inspections to determine compliance.

Advises property owners, contractors and other interested parties regarding building/zoning codes, violation notices, pending legal action, and other building inspection policies and procedures.

Researches property ownership, codes and ordinances as needed.

Testifies at hearings and in court regarding violations and inspections.

May perform lead worker duties in the absence of the supervisor.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, property owners, property tenants, contractors and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, measuring devices, telephone, calculator and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as property ownership records, blueprints, construction drawings, engineer reports, permit applications, building codes, zoning codes, violation notices, inspection reports, court docket, corporation reports, code complaints, water bills, daily work sheets, maps, street guides, inspection manuals, ordinances, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate fractions, percentage and decimals; perform mathematical operations involving basic geometry and algebraic formulas.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, dilapidated buildings, electric currents, traffic hazards, animals/wildlife, potential violence, disease, or pathogenic substances.

Physical Requirements:

Requires the ability to lift measuring instruments and files weighing up to forty (40) pounds; push and pull objects to perform inspections.

Requires the ability to stoop, kneel, crouch, bend, twist, climb and balance to perform inspections.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks to determine changes in building materials; clearly distinguish objects and detect hazards during inspections.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.