We're Hiring!

Part-time Building Inspector

The City of Odessa is seeking a qualified individual to join our team as a Building Inspector. This position conducts field inspections and plan reviews to ensure residential and commercial construction meets applicable building codes, zoning regulations, safety standards, and City ordinances while providing guidance to contractors, property owners, and the public.

Join our Team!

Odessa is a vibrant and growing historic community of approximately 5,600 people just east of downtown Kansas City, strategically located at the intersection I-70 and MO State hwy 131. Our community offers a welcoming environment and a committment to high-quality public service.

A full job description and an application can be found on our website.

Apply Online

Apply In Person

Questions?

www.cityofodessamo.com/employment

228 S 2nd Street

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Building Inspector

Department:	Community Development	**Reports To:**	City Administrator
FLSA Status:	1	**Standard:**	Part Time ~ Hourly
Prepared:		**Grade:**	9

Job Summary: The Building Inspector performs field inspections and plan reviews to ensure residential and commercial construction projects comply with applicable building codes, zoning regulations, safety standards, and City ordinances, while providing technical guidance to contractors, property owners, and the public.

Supervision Received: Works under general supervision of the City Administrator with independence in inspection and enforcement decisions.

Supervision Authority: None

Duties and Responsibilities:

- **Inspection and Code Compliance**: Performs building inspections and code compliance activities to ensure public safety and ordinance adherence.
- **Building Inspection:** The Building Inspector is responsible for inspecting residential and commercial construction projects, reviewing permits and plans, enforcing building and zoning codes, and providing technical assistance to ensure compliance with City ordinances and applicable safety standards.
- **Permit Review and Processing:** Inspect residential and commercial structures for compliance with building, electrical, plumbing, mechanical, and safety codes as applicable.
- **Zoning Compliance:** Review building permit applications, construction plans, and related documentation for compliance with adopted codes and regulations.
- **Code Enforcement:** Identify code violations; issue notices of violation; and follow established enforcement procedures.
- **Construction Monitoring:** Verify construction and land use compliance with zoning regulations in coordination with Planning and Zoning staff.
- **Customer and Contractor Assistance:** Conduct inspections at various stages of construction, including footing, framing, and final inspections.
- **Documentation and Recordkeeping:** Provide technical guidance and respond to questions from contractors, developers, property owners, and the public.
- **Field Investigations:** Prepare inspection reports, maintain accurate records, and document enforcement actions.
- **Development Code:** Assist with updating the development code as needed and strategic planning documents/records.
- **Interdepartmental Coordination:** Investigate complaints related to unsafe structures, construction activity, or code violations.
- **Regulatory Compliance:** Coordinate inspections and enforcement activities with Community Development, Code Enforcement, and Planning staff.

- **Ensure enforcement activities:** Comply with City ordinances, Municode provisions, and adopted building codes.

The individual in this role is expected to contribute to the team's efforts by completing other related tasks, as may be assigned.

Work Schedule: Less than 30 hours per week.

Occupational Certificates / Licenses:

- ICC certification preferred or required within timeframe
- Must possess a valid Missouri driver's license.

Education / Vocational Preparation: The following are the minimum education and experience required for the position. An equivalent combination of education, training, and experience may be considered.

Education	HS/GED; technical training preferred
Experience	3–5 years of previous relevant work experience is required.

Physical Abilities:

- Work requires the ability to sit, stand, and walk for extended periods of time.
- Work requires repetitive wrist, hand, and fine motor movement.
- Work requires the ability to grasp, pull, push, and reach.
- Work requires the ability to climb and balance.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment.
- Work requires the ability to taste and smell.
- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three-dimensional vision, precise hand/eye coordination, and the ability to distinguish colors.
- Must be able to lift up to 50 pounds.
- Work requires the ability to stoop, kneel, crouch, and/or crawl.

Environmental Conditions:

- Field and office environments; frequent site visits.
- Work may involve potentially life-threatening exposure to extreme temperatures, humidity, noise, chemicals, biohazards, or physical hazards.
- May regularly be exposed to uncomfortable temperatures, humidity, noise, chemicals, biohazards, and physical hazards.
- May be required to work in confined spaces.
- Position responsible for completing work that requires the use of a respirator.
- May be exposed to fumes or airborne particles.
- May be exposed to biohazards or bloodborne pathogens.
- Work may involve risk of exposure to electric shock.

Equipment And Tools commonly associated with the performance of the functions of this job.
Standard inspection tools, measuring devices, computer, tablet, vehicle, and office equipment.

Minimum Requirements:

- Knowledge of building construction methods and materials.
- Knowledge of local, State, and adopted building codes and regulations.
- Knowledge of zoning and land use principles.
- Skill in conducting inspections and identifying code deficiencies.
- Skill in reading and interpreting construction plans and specifications.
- Skill in preparing clear inspection reports and documentation.
- Skill in communicating technical information to non-technical audiences.
- Ability to apply codes consistently and objectively.
- Ability to exercise independent judgment in inspection and enforcement decisions.
- Ability to interact professionally with contractors, property owners, and the public.
- Ability to manage multiple inspections and priorities.
- Ability to maintain accurate records and documentation.
- Ability to work outdoors in varying weather conditions.
- Ability to resolve routine compliance issues.
- Ability to learn and apply updated codes and regulations.
- Ability to maintain professionalism in enforcement situations.
- Ability to work independently with minimal supervision.
- Ability to use inspection and permitting software.

Miscellaneous Requirements:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws, and employees may be required to comply with the changes.

Applicant Selection Process: Applicants will be sought via advertisements and direct recruitment. All applications will be reviewed based on related experience and education. First interviews will be conducted with the applicants found to have the most experience directly related to the position. The successful applicant will be hired with the approval of the City Administrator and City Clerk. The position will remain open until an experienced, well-qualified, and motivated applicant is found.

Equal Opportunity Statement: The City of Odessa is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws prohibiting discrimination in employment. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military service or veteran status, or any other status protected by applicable law.

The City of Odessa provides reasonable accommodations to qualified individuals with disabilities in the application and employment process. If you need accommodation to participate in the hiring process or to perform the essential functions of the position, you may request accommodation at any time.

Employee Signature	Employee Printed Name	Date