



City of Kansas City, Missouri Job Class Specification

Job Title: CONSTRUCTION CODE INSPECTOR **Department:** MULTI
Job Code: 3629 **Status:** NONEXEMPT **Grade:** L-7

Summary

This is semi-professional work in the field of inspecting construction for the adherence to established codes.

This classification is a multidiscipline code enforcement officer responsible for the enforcement of building, zoning, and other applicable ordinances. This position entails a great degree of difficulty in applying the highly technical provisions found in building codes and associated standards as well as zoning and other applicable ordinances related to the construction industry and community at large.

Duties and Responsibilities

- Conducts field inspections during various stages of construction to ensure code compliance.
- Evaluates and analyzes a wide variety of structural, mechanical, electrical, sprinkler and plumbing installations for code compliance.
- Inspects and monitors the application and the proper use of construction related materials.
- Reviews and analyzes architectural/engineering plans and specifications, shop drawings, research reports, special inspection reports and other technical data for the purpose of determining whether an installation is code-compliant or for the issuance of permits.
- Applies engineering principles and practices in the technical examination and analysis of wood structures, simple steel and masonry structures.
- Inspects and monitors the installation, maintenance and repair of elevator equipment per elevator safety codes.
- Administers and monitors the acceptance test and the periodic testing of elevator equipment.
- Responds to complaints and inquires generated from citizens, staff, contractors, design professionals or other interested parties as they relate to assigned areas of responsibility.
- Conducts legal investigations and research to determine whether violations of building codes, zoning ordinances, flood plain, parking stations or other applicable city ordinances exist.
- Prepares cases for review by the city prosecutor, and gives testimony in court.
- Prepares clear, concise, and consistent reports noting specific code violations and items inspected in order to clearly communicate intent to interested parties.
- Reviews and interprets building codes per modern construction methods and engineering practices.
- Performs electrical and structural load calculations, plumbing calculations and analyses of soil conditions.
- Complete work documentation and data entry into database.
- Must consistently negotiate construction sites at all stages of construction, uneven terrain, including excavations and ditches
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of the materials, methods and practices involved in the construction trade standards, inspection practices, testing devices and corrective measures applicable to municipal codes; legal aspects of inspection; basic computer operation.
- Must demonstrate ability to develop and maintain a professional image; deliver quality service in a manner that minimizes conflict; work under stressful conditions; defuse hostile situations and resolve conflict; accept direction and work independently; apply independent judgment based on sound reasoning and logical thinking; enter and maintain inspection data on a computer system; use two way voice radio equipment; use and manipulate any tools or testing equipment associated with conducting an inspection; navigate the city; prioritize work.
- Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions, algebra, trigonometry calculations, geometry, measure volume, convert units of measure.

Education and Experience

Accredited Bachelor's degree in engineering, architecture, fire science, construction technology or construction management.

OR

High school graduation and four (4) years of acceptable codes inspection or construction trade experience.

OR

An equivalent combination of education and experience.

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid state-issued driver's license in accordance with the City of KCMO.
- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen and post-offer physical examination as prescribed by the City.
- Must possess certificates as awarded by the International Code Council (ICC) within twenty-four (24) months following date hired:

ICC Residential Building Inspector – B1
ICC Residential Electrical Inspector – E1
ICC Residential Mechanical Inspector – M1
ICC Residential Plumbing Inspector – P1

In addition, meet the following certification requirements for those required above:

- Obtain one (1) of the required certifications within first six (6) months following date hired;
- Obtain second (2nd) required certification within twelve (12) months following date hired;
- Obtain third (3rd) required certification within eighteen (18) months following date hired;
- Obtain fourth (4th) required certification within twenty-four (24) months following date hired
- Inspectors assigned to the Elevator workgroup, in addition to requirements above, must also:

Obtain Qualified/Certified Elevator Inspector (QEI/CEI) certification as awarded by NAESA International within eighteen (18) months following date hired or assigned to the workgroup.

For individuals in this job classification or with exams passed prior to April 2018, the following certificates administered by the National Certification Program for Construction Code Inspectors (NCPCCI) may be substituted for the corresponding ICC certificate as shown:

- NCPCCI Building Inspector One- and Two-Family Dwellings – 1A or ICC Residential Building Inspector – B1
- NCPCCI Electrical Inspector One- and Two-Family Dwellings – 2A or ICC Residential Electrical Inspector – E1

- NCPCCI Mechanical Inspector One- and Two-Family Dwellings – 4A or ICC Residential Mechanical Inspector – M1
- NCPCCI Plumbing Inspector One- and Two-Family Dwellings – 5A or ICC Residential Plumbing Inspector – P1
- Inspectors assigned to the Elevator workgroup, in addition to requirements above, must also:

Obtain Qualified/Certified Elevator Inspector (QEI/CEI) certification as awarded by NAESA International within eighteen (18) months following date hired or assigned to the workgroup.

**Supervisory
Responsibility**

None.

**Supervision
Received**

Work is performed under general technical supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

04/18, 09/19, 09/21, 8/2022, 01/2024