



City of Macon, Missouri - Job Description Code Enforcement Agent

Department: City Administration	Reports To: City Clerk
FLSA Status: Exempt	Employee Position: Full-time/Regular
Salary Range: \$39,000 - \$47,500	Classification: Hourly

Summary

Reviews and approves all construction plans to ensure they meet building codes and zoning requirements. Inspects/coordinates inspections/monitors construction sites to determine if structures and systems, such as plumbing and electrical are installed to meet codes and ordinances for public safety. Directs loss control/risk management policies and procedures for the City.

Essential Duties and Responsibilities

Issues and keeps records of the following:

- Building permits/inspections
- Sign permits
- Occupancy permits
- Demolition permits
- Dock permits
- Remodeling permits
- City of Macon loss control / risk management (MIRMA) reports
- Board of Adjustment, Planning and Zoning Commission, Dangerous Building Committee, and City Council requests
- Nuisance abatement

Performs and/or coordinates the following:

- Plumbing inspections
- Framing inspections
- HVAC / mechanical inspections
- Boat dock inspections
- Occupancy inspections
- Dangerous buildings inspections
- Loss control / risk management inspections of City owned facilities
- Coordinate efforts and report to County, State and Federal organizations such as SEMA, FEMA, DNR, USACE
- Address citizen's questions on planning and zoning, construction, variances, and storm water issues
- Manage / update city planning and zoning map
- Issue and assign 911 addresses.
- Floodplain Manager for the City of Macon

- Coordinate sidewalk replacement program
- Conduct plan reviews for new commercial construction and remodels
- Conduct plan reviews for storm water runoff, retention, and detention
- Conduct plan reviews for parking requirements
- Oversee City loss control / risk management policies and procedures, including report generating, filing, investigations, claims handling / reporting, and presentations. This includes staff safety meetings, quarterly Safety Committee meetings, and First Nurse program
- Coordinate, prepare and generate all documentation and reports required for the Board of Adjustment, Planning and Zoning Commission, Dangerous Building Commission, and City Council as required
- Represent the City at all public hearings set forth by the Board of Adjustment, Planning and Zoning Commission, Dangerous Building Commission, and City Council meetings as required
- City contact point for public questions and complaints regarding City Ordinances to include alleged violations of city zoning, land use, special use, plumbing, new construction, remodel, environmental, setback requirements, fuel gas, mechanical, nuisance, building codes, health and safety, unlicensed contractors, and other matters of public concern
- Identifies items out of compliance and enforces City Ordinances regarding Environmental Codes such as: nuisance abatement, unsecured/unsafe property, hazardous property, derelict/unlicensed vehicles - work with and provide oversight of nuisance abatement contractor(s) and abatement process generating reports, bills, invoices, and dialogue as needed
- Conduct field evaluations, inspect properties for violations, attempt to make contact at the residence or business in order to resolve violation and issue corrective notices, orders to comply and related documentation for code violations, schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances
- Code all expenditures and operate within a fiscal budget
- Formulate project bids on behalf of the City as needed
- Maintain a clean and welcoming office setting
- Attend required training relevant to the position as needed

Works with other City Departments as needed

Perform other duties as directed

Education/Experience

- High School diploma/GED required and
- Three (3) years of experience in a construction organization, public relations or similar experience, or
- Any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.
- Knowledge of code enforcement protocol preferred

Licenses / Certifications / Requirements

- Valid Missouri Driver License
- Proof of citizenship and/or eligibility to legally work in the United States of America
- Must submit to and pass a pre-employment drug test and background check
- Must comply with Employee Policy Manual residency requirements within sixty (60) days from date of hire

Knowledge of

- Basic building construction
- Blueprints/plans
- Municipal codes and ordinances
- Applicable safety rules and regulations
- Computer operations and applications, including word processing and spreadsheets (Microsoft Office)
- General functions and operations of municipal government

Skills and Abilities

- Interpreting maps and blueprints
- Operating computers and general office equipment
- Using transits and other surveying and measuring equipment
- Orally communicating routine information, technical information, and ideas to coworkers, supervisors, and other personnel
- Communicating routine information, technical information, and ideas in written and verbal form
- Read and comprehend basic work instructions (written in English)
- Read and comprehend technical manuals and other technical material
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, compute rate, ratio, and percent
- Gather relevant information to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (problem-solving ability)
- Be thorough and accurate in inspecting work sites and other organizations' construction (attention to detail)
- Judge depth and distance (depth perception)
- See things clearly that are within arm's reach (near visual acuity)
- See things clearly that are beyond arm's reach (far visual acuity)
- Hear
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination)
- Manipulate objects using the fingers and hands (finger dexterity and manual dexterity)
- Lift and carry objects weighing up to 50 pounds
- Push, pull, or move objects weighing up to 50 pounds
- Stoop, bend, twist, or kneel
- Walk and climb
- Professional etiquette

Work Environment

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee:

- Works in an office/shop environment, indoors and outdoors, subject to all weather conditions
- Is occasionally exposed to air contamination of dust, fumes, and exhaust
- Is exposed to a dirty environment
- Works in and around moving equipment
- Occasionally works in awkward or confining areas
- Is occasionally exposed to vibration
- Is exposed to a moderately noisy to loud environment
- Occasionally subject to after-hours call outs (nights and weekends)

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below confirms that I have read and comprehend the requirements of holding a position of Street Department Superintendent for the City of Macon with the understanding that other duties may be assigned and, if hired, I agree to carry out the duties and responsibilities of the position.

Signature of Applicant/Employee

Date

Avis Marshall, City Administrator

Date

The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.