

**CITY OF SHREWSBURY, MISSOURI  
POSITION DESCRIPTION  
BUILDING COMMISSIONER & ZONING ADMINISTRATOR**

**POSITION TITLE:** Building Commissioner & Zoning Administrator  
**DEPARTMENT:** Building & Housing  
**REPORTS TO:** Director of Administration  
**FLSA CLASSIFICATION:** Non-exempt  
**JOB LEVEL:** Part-time

**GENERAL PURPOSE**

Under the direct supervision of the Director of Administration, is responsible for planning, coordinating, and conducting the work of inspection and plan review. Performs technical work in enforcing building and zoning ordinances, and prepares reports and presents to the appropriate board on relevant matters. Part-time position generally requiring about 20 hours a week.

**SUPERVISION RECEIVED**

Works under the supervision of the Director of Administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The requisite duties, responsibilities and expectations include, but are not limited to the following items:

1. Applies specialized knowledge in the enforcement of numerous municipal ordinances pertaining to zoning, building, residential and commercial building and site exteriors, fencing, signage, grading, land disturbance and other regulatory systems of the Shrewsbury Municipal Code or other codes, regulations and provisions.
2. Reviews residential, commercial, industrial and planned development site and construction plans for compliance with building code, fire protection codes and landscape codes. Coordinates zoning code compliance with the Director of Administration. Responsible for approval of all City permits. Conducts and oversees the inspection of permits and construction work to assure compliance with approved plans and issue violation or stop work notices when necessary.
3. Receives and reviews permit applications for zoning, occupancy, fencing, special use, subdivision, demolition and excavation permits and issues said permits after ensuring that applications are complete and in full compliance; performs inspections as required to ensure compliance with building and zoning codes, and approves site plans and special use permits.
4. Produces letters regarding zoning compliance and reviews and responds to inquiries into rights-of-way and easements.
5. Supervises and participates in field inspections of building and building sites, during, and after construction to ensure that all work is performed in accordance with approved plans.
6. Works cooperatively with the Shrewsbury Fire Department for the enforcement and review of fire codes; also inspects commercial, industrial and other buildings for compliance with fire prevention codes and ordinances.
7. Investigates complaints of possible building and zoning violations; takes appropriate enforcement action; prepares correspondence pertaining to applications, complaints and non-compliance; and issues notices for corrections of deficiencies.
8. Assists the Director of Administration on matters related to code enforcement and interpretation, application and promulgation of applicable codes, regulations and provisions.

9. Assists the Director of Administration as a liaison to the Plan Commission and Board of Adjustment. Prepares all materials for meeting packets along with reports and analysis necessary for board review. Attends Municipal Court representing the Building and Housing & Zoning Departments, as needed, for matters related to code enforcement. Attends other board or commission meetings as required by the Director of Administration.
10. Prepares and maintains all necessary records, reports, and documents submitted to, or generated by, building officials in a manner so as to be readily retrieved and referenced as required.
11. Assists the Director of Administration in the administration of floodplains by administering, implementing and overseeing provisions and implementation of all floodplain control regulations.
12. Works closely with the Building & Housing Clerk, Code Enforcement Officer, and Plumbing Inspector in the performance of all related duties.
13. Meets with residents, businesses, property owners and managers, developers, architects, engineers, contractors, and public agency officials to advise them on building regulations and other ordinances and laws, and works to resolve problems and conflicts.
14. Works with computer hardware and software to perform necessary job functions.
15. Assists with or coordinates special projects as required.
16. Performs all other duties as assigned by the Director of Administration.

#### **NECESSARY KNOWLEDGE SKILLS & ABILITIES:**

Graduation from a general or technical high school plus completion of two years college level course work in architecture, civil engineering, or a related field. Progressively responsible experience with building codes, including a thorough understanding of construction and regulatory inspection. Must possess Plans Examiner certification and at least two inspection certifications. ICC CBO or ICC MCP certification preferred. Fire Code Official certification also preferred. Valid Motor Vehicle Operator's License required.

1. Thorough knowledge of modern building construction principles, practices, methods and techniques.
2. Considerable knowledge of the regulatory and enforcement provisions of the Shrewsbury Municipal Code and of accepted professional and skill trade practices.
3. Working knowledge of the International Building and Residential Codes and of other codes and regulations adopted thereby.
4. Knowledge of the legal procedures utilized in the enforcement of the City's building, fire and zoning codes.
5. Ability to read blueprints, construction plans, and other technical drawings.
6. Ability to locate and detect defects encountered through regulatory inspections.
7. Ability to objectively enforce regulations with consistency, firmness, impartiality and tact.
8. Ability to establish effective working relationships with developers, property owners, contractors, engineers, architects, city employees, and the general public.
9. Ability to communicate effectively in oral and written form.

**TOOLS AND EQUIPMENT USED**

Personal computer software including word processing, excel, outlook; copy machine; postage machine; printers; fax machine; electronic typewriter; calculator.

**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 functions.

While performing the duties of this job, the employee is frequently required to sit; to use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear. The employee is regularly required to walk; stand; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must be able to climb a ladder.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

**SELECTION GUIDELINES**

Formal application, evaluation of education, experience, knowledge, skills, and abilities; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the city and employee and is subject to change by the city as the needs of the city and requirements of the job change.