

Code Enforcement Inspector

The City of Cottleville, Missouri, is seeking to fill a new part-time Code Enforcement Inspector position. The City of Cottleville is one of the fastest growing communities in Missouri and maintains a diverse economy while sustaining its rich history. The complete job description and application process is available online: www.cityofcottleville.com. Interested applicants should submit a cover letter, application form, and resume to the City Administrator, by mailing it to 5490 Fifth Street, Cottleville, MO 63304 or emailing it to michael.padella@cityofcottleville.com. The deadline to apply is Monday, June 2, 2025, however, the position will remain open until filled.

City of Cottleville, Missouri

Job Description

Code Enforcement Inspector

Division:	Administration	Reports to:	City Building & Code Official
Date:	May 7, 2025	Hours:	14-21 hours per week
Starting Pay:	\$20.00/hour	Status:	Permanent Part-time Position

PURPOSE

This position is responsible for inspection, enforcement, and compliance activities of the City's building safety, property maintenance, sign, development plans, Old Town Historic District, and business regulation codes are conducted thoroughly to ensure that the public's health, safety, and general welfare are protected.

ESSENTIAL FUNCTIONS & DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist with the inspection of buildings and structures to ensure with compliance with the City's Building Code. Completes inspection reports and issues building permits as directed by supervisor.
- Patrols the city to locate/verify code violations; responds to calls from citizens, city officials and property owners regarding reported concerns.
- Notifies responsible parties of code violations and makes recommendations for corrective action; conducts follow-up inspections to ensure corrections were made.
- Maintain an activities log/detailed notes and provide monthly activity reports to supervisor.
- Obtains and collects detailed documentation as warranted in response to issues of code non-compliance by gathers evidence necessary to prosecute cases; prepares affidavits and testifies in court as needed.
- Determines property and vehicle ownership; posts official notices on abandoned and/or derelict property and vehicles.
- Implements code enforcement procedures in accordance with International Property Maintenance Codes, International Residential Codes, state statutes, and local ordinances.
- Notifies owners of illegal/non-permitted signs and takes steps to have them removed or provides owners with direction to obtain the proper sign permits.

- Removes any temporary signage illegally placed within the public right-of-way or on public property within the city limits and notifies the sign owner of the signage of regulations.
- Assists the City Clerk with review and field inspection of current, renewal, and pending business license holders/applicants.
- Inspects and documents compliance with approved Certificate of Appropriateness issued by the Old Town Historic Commission following District standards and regulations.
- From time to time may be called to conduct and operate equipment necessary for the removal treatment of snow and ice precipitation from public spaces such as streets, sidewalks, and parking lots.
- Performs other related duties as assigned.

KNOWLEDGE & SKILLS REQUIRED BY THE POSITION:

- Knowledge of relevant city codes and ordinances, including building/plumbing/electrical/mechanical codes, property maintenance, soil and erosion control, and animal control.
- Knowledge of relevant state laws and regulations.
- Knowledge of the geographic boundaries of the city, including subdivisions, roads, and street names.
- Skills in maintaining and organizing hardcopy and electronic records and files.
- Skill in collecting and analyzing information.
- Skill in reading maps, blueprints, and drawings.
- Skill in interpreting and applying building, property maintenance, sign, and business regulations and ordinances.
- Skill in operating a computer, software and general office equipment and software such as Microsoft Office Suite.
- Skill in interpersonal relations and working with the public on sensitive matters.
- Skills in oral and written communication.

SUPERVISORY CONTROLS: The City Building & Code Official assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Include city ordinances, building regulations, relevant state laws, international property maintenance standards, and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of related inspection, documentation, and enforcement duties.

SCOPE AND EFFECT: The purpose of this position is to enforce local codes and ordinances. Successful performance in this position helps ensure compliance with city codes, ordinances, and standards to establish levels of safety and quality in development and construction and contributes to effective city operations.

BUILDING & CODE ENFORCEMENT INSPECTOR

Updated: 05/07/25

PERSONAL CONTACTS: Contacts are typically with co-workers, other governmental officials, contractors, attorneys, builders, business and property owners, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, and justify or defend matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, listening, seeing, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.

WORK ENVIRONMENT: The work is performed in an office, vehicle, and at field locations, where the employee may be exposed to active construction areas with exposure to dust, heat, cold or inclement weather. The work may require the use of protective devices such as gloves, safety glasses and/or hard helmets.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized/technical training in one or more relevant trades field such as plumbing, electrical, mechanical, building construction or an associate's degree in a relevant field of work.
- Sufficient experience to understand the basic principles relevant to building plans, blueprints, site plans for review and inspection of buildings, sites, and construction activities. A minimum of one to two years of relevant experience in a related field of work.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Missouri for the type of vehicle or equipment operated.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school education or equivalent. Completion of an associate's degree program and/or technical/trade/specialized training program is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/technical/specialized training. A minimum of one to two years of relevant experience.

Applications will be accepted until the position is filled. Application and resume should be submitted to the City Administrator, Michael.padella@cityofcottleville.com.