

City of Cottleville, Missouri

Job Description

Development Services Specialist

Division:	Community Development	Reports to:	City Administrator
Date:	July 1, 2026	Hours:	40 hours (Full-Time)
Starting Pay:	\$27.00/hour	FLSA Status:	Non-Exempt

PURPOSE

This position works collaboratively with the Building Official, City Engineer, and other City staff to administer development review activities, perform residential building and occupancy inspections, conduct code enforcement activities, and assist in the administration of zoning and permitting functions. The position exercises independent judgment in coordinating development-related processes and ensuring compliance with applicable codes and regulations while promoting efficient service delivery.

ESSENTIAL FUNCTIONS & DUTIES

Planning, Zoning & Permitting Coordination

- Serves as the primary point of contact for residents, developers, and contractors regarding zoning, land use, and permitting inquiries
 - Performs initial review of zoning applications, site plans, and development submittals for completeness and general conformance with applicable codes and regulations
 - Reviews residential building permit applications, construction plans, and supporting documentation for completeness and general compliance with adopted building codes, zoning regulations, and City ordinances prior to permit issuance.
 - Coordinates application routing and review with internal staff, the City Engineer, and other consultants as needed
 - Assists in preparation of Planning & Zoning Commission and Board of Aldermen materials and agendas
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Building Inspection & Permit Administration

- Conducts residential building inspections for new construction, additions, alterations, and other permitted improvements in accordance with adopted building codes and City ordinances.
- Performs occupancy and reinspection activities associated with the issuance of occupancy permits for existing residential properties.
- Documents inspection findings, identifies deficiencies, and communicates required corrective actions to contractors, builders, property owners, and applicants.
- Coordinates follow-up inspections to verify compliance and approval of completed work.

- Maintains accurate inspection reports and related documentation within the City's permitting and tracking systems.
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Code Enforcement

- Investigates, logs, and responds to code enforcement complaints
 - Conducts field inspections related to property maintenance, signage, zoning, and nuisance violations
 - Issues notices of violation and coordinates corrective actions and follow-up inspections
 - Documents enforcement activities and assists with case preparation, including court proceedings if necessary
 - Works collaboratively with property owners and businesses to achieve voluntary compliance
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General Duties

- Works closely with the City Engineer on development review, site plans, and infrastructure coordination
 - Assists with special projects related to planning, development, and city operations
 - Provides support to other departments as needed
 - Performs other related duties as assigned
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KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of zoning regulations, land use principles, and building codes
 - Knowledge of municipal permitting and code enforcement practices
 - Knowledge of residential construction methods, materials, and acceptable building practices.
 - Ability to interpret and apply municipal codes, ordinances, and regulations
 - Ability to read and interpret building plans, site plans, construction drawings, and maps
 - Strong organizational, coordination, and record-keeping skills
 - Ability to work independently with minimal supervision while coordinating multiple projects and assignments simultaneously
 - Strong customer service and interpersonal communication skills
 - Ability to exercise sound judgment and handle sensitive situations professionally
 - Proficiency in Microsoft Office and permitting/software systems
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MINIMUM QUALIFICATIONS

- High school diploma or equivalent required
- Associate's degree in planning, public administration, construction management, building trades, or related field preferred
- Minimum of 3–5 years of progressively responsible experience in municipal government, permitting, building inspection, code enforcement, planning, or related municipal development services
- Valid Missouri driver's license

PREFERRED QUALIFICATIONS

- Experience with municipal permitting, zoning, or land development processes
 - Certification or ability to obtain certifications such as:
 - ICC Residential Building Inspector (B1)
 - ICC Property Maintenance & Housing Inspector
 - ICC Permit Technician
 - Ability to obtain Missouri-certified building inspection credentials, if applicable
 - Familiarity with Missouri municipal codes and development procedures
 - Ability to obtain additional certifications related to building inspection, zoning administration, or code enforcement
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PHYSICAL DEMANDS & WORK ENVIRONMENT

- Work performed in office, field, and vehicle environments
 - Frequent sitting, standing, walking, bending, and occasional lifting
 - Exposure to construction sites and varying weather conditions
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DISCLAIMER

This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City reserves the right to modify or assign other duties as necessary.