

CITY OF WILLARD, MISSOURI

RESOLUTION NO: 25-19

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS
ON BEHALF OF THE CITY OF WILLARD FOR ADDITIONAL STAFFING.**

WHEREAS, The City of Willard has previously used contract inspectors for the majority of their inspections, and

WHEREAS, The City is in need of reviewing and approving said contracts on a yearly basis, and

WHEREAS, Our current inspector is contemplating retirement and,

WHEREAS, The City will be in need of a full-time employee with adjusted job duties;

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY
OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:**

It is appropriate that the City of Willard authorizes the Mayor to execute all necessary documents on behalf of the city for additional staffing.

Dated: This the 14th **day of April 2025** by the Board of Aldermen of the City of Willard,
Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk

Job Title: Building, Subdivision and Nuisance Inspector

Department: Code Enforcement / Building Services

Reports To: Chief Building Official / Public Works Director

Location: City of Willard MO

Job Type: Full-Time

Position Overview:

The Building and Nuisance Inspector is responsible for enforcing municipal codes, ordinances, and regulations related to building construction, zoning, subdivision inspections, public nuisances, and property maintenance. This role involves conducting field inspections, investigating & documenting complaints, and ensuring compliance with applicable laws to protect public health, safety, and welfare.

Key Responsibilities:

- Conduct inspections of residential, commercial, and public properties to ensure compliance with local building codes, zoning regulations, and nuisance ordinances.
- Investigate complaints regarding unsafe structures, non-permitted construction, substandard housing, junk and debris, overgrown vegetation, inoperative vehicles, and other code violations.
- Issue notices of violation, stop work orders, and citations as necessary to gain compliance. Work with property owners, contractors, tenants, and businesses to explain code requirements and provide guidance on corrective actions.
- Document inspections, investigations, violations, and correspondence in detailed reports and databases.
- Prepare case files for legal proceedings; testify in administrative hearings or court cases as required.
- Perform follow-up inspections to verify compliance and resolve outstanding violations.

- Collaborate with other departments and agencies (fire, police, health, public works) on joint inspections and enforcement actions.
- Attend training sessions to stay current on codes, ordinances, and best practices.
- Provide exceptional customer service in handling sensitive and sometimes adversarial situations.

Qualifications, Education & Experience:

- High school diploma or GED required.
- Coursework or certifications in Building Inspection, Utility Installation, Code Enforcement, or a related field preferred.
- 2+ years of experience in building inspection, code enforcement, or a related field desirable.

Licenses & Certifications:

- Valid driver's license required.
- Certification as a Building Inspector, Zoning Inspector, or similar (ICC certifications preferred), or ability to obtain within six months of hire.

Knowledge, Skills, and Abilities:

- Knowledge of building codes, property maintenance standards, Utility and Subdivision standards, and nuisance ordinances.
- Understanding of construction methods, materials, and building safety practices.
- Strong investigative, analytical, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Ability to enforce regulations tactfully, firmly, and impartially.
- Competence in reading and interpreting plans, maps, and technical documents.
- Familiarity with software applications used for inspection reporting and case management.
- Ability to work independently in the field and manage time efficiently.
- Document inspection outcomes by completing detailed reports and performance records.
- Communicate with contractors, public works officials, and the general public to discuss project specifications and timelines.

- Identify and report any safety hazards or construction violations to the appropriate authorities.
- Advise contractors on construction plans and regulations to prevent possible violations.
- Inspecting construction sites to ensure compliance with public works project specifications and safety standards.
- Reviewing and interpreting construction plans, blueprints and specifications to ensure adherence to design and municipal standards.
- Enforcing compliance with regulatory standards by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Conducting and coordinating testing of materials used in public works projects such as soil, concrete, and asphalt.
- Monitoring construction progress and reporting any deviations from plans to project engineers or supervisors.
- Providing technical support and guidance to contractors, utility companies, and the general public regarding public works projects.

Working Conditions:

- Fieldwork in various weather conditions and on uneven terrain.
- Exposure to potentially hazardous situations such as unsafe structures or confrontational individuals.
- Requires walking, standing, climbing ladders, and occasional lifting of up to 25 pounds.
- Travel within city limits

Salary Range:

Depending on experience and qualifications.

Benefits:

- Health insurance
- Retirement plans
- Paid time off
- Professional development opportunities

- Holiday pay
- Paid training and testing

To Apply:

Submit your resume and cover letter to planning@cityofwillard.org