

CITY OF BELLEFONTAINE NEIGHBORS
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137

JOB DESCRIPTION

POSITION TITLE: **City Engineer**

DEPARTMENT: **Building**

SUPERVISOR: **Mayor**

Job Summary

Serves as Chief Building Inspector. Revises and interprets existing ordinances and recommends new ordinances pertaining to the Building and Exterior Maintenance Codes.

Job Scope

The City Engineer has the authority and responsibility to administer and enforce the requirements of the City Code.

Principal Duties and Responsibilities

Serves as the building official of the City, and reviews all permits processed by the Building Inspector for rehabilitation and new construction.

Reviews certificates of occupancy issued by the Building Inspector for residential and commercial buildings.

Attends Planning and Zoning meetings. Ex-officio member of the Planning and Zoning Commission.

Attends the Board of Aldermen meetings and reports monthly.

Interprets City Codes pertaining to Building, Zoning, and Property Maintenance.

Skills, Knowledge, and Abilities Required

Thorough knowledge of the International Building Code. Thorough knowledge of City building codes governing building or alterations for residential or commercial properties. Knowledge of current building construction principles and accepted professional and trade practices. Ability to read blue prints and review construction documents and technical drawings. Ability to detect defects and violations of codes encountered by review and inspections. Ability to advise Planning & Zoning Commission on matters that come before them. Thorough knowledge of street repair and resurfacing to enable giving consultation and advice to the Board. Ability to procure bid proposals for city projects for presentation to the Board for approval.

Education, Certification, and Experience Required

Degree in Civil Engineering, Architecture or equivalent, from an accredited College or University. Other prescribed formal or informal training as required by the city and by law. Extensive experience in municipal code enforcement, public works and construction or any equivalent combination of training and experience.