Job Announcement

Building & Code Enforcement Manager

The City of Cape Girardeau, Development Services Department, Inspections Division, is seeking qualified applicants for employment in the position of Building & Code Enforcement Manager.

Position is responsible for directing the activities of the Inspection Services Division. This includes administering the city zoning ordinance, development and building codes, and maintaining ordinance and code compliance; reviewing applications for variances in building codes; Coordinating Stormwater Review; Making recommendations for revisions and updates to city building, plumbing, mechanical, electrical and property maintenance codes; and meeting with architects, engineers, and contractors on projects and plans to provide information and support. Performs other related duties as assigned.

Successful applicant must have knowledge of building, plumbing, mechanical, electrical, and property maintenance codes, as well as the materials and methods employed in building construction and renovation. Must also have skill in interpreting drawings, plans, use of computers and various software programs.

Majority of time is spent in an office setting, but may be performed outdoors, occasionally in cold or inclement weather. This position is normally 40 hours per week with overtime hours as required.

Minimum qualification of Bachelors or graduate degree from an accredited four (4) year college or university with a major in Engineering, Architecture, Industrial Technology, Business, Public Administration or related field is required. Five (5) years of experience in municipal building code inspections also required. At least three (3) years management experience. Preference may be given to a licensed architect or professional engineer in the state of Missouri, and/or ICC Certified Building Official (CBO), or ability to obtain licensure or CBO certification within twelve (12) months of hire.

This is an exempt position, with a minimum annual salary of $51,438, depending on qualifications. Plus a benefit package that includes health, dental, and life insurance provided, retirement pension plan provided, paid vacation leave, paid sick leave, and more.

To apply, visit our website at www.cityofcape.org/jobs or apply in person at the City of Cape Girardeau Human Resources Office, 401 Independence, Cape Girardeau, Missouri, 63703. Applicants with disabilities may arrange reasonable accommodations by contacting the Human Resources Office at (573) 339-6390.

Applications will be accepted until the position is filled.

Before final appointment, applicant may be required to successfully complete a drug test and background investigation.

The City of Cape Girardeau reserves the right to notify only those individuals selected for an interview as to the status of their application for employment. EOE/ADA/M/F/V