Job Announcement
Inspections Technician

The City of Cape Girardeau, Development Services Department, Inspections Division is seeking qualified applicants for employment in the position of Inspections Technician.

This position is responsible for reviewing site development and small miscellaneous project plans for compliance with the city’s ordinances, and coordinating with applicants, design professionals and owners. Coordinates comments from other city staff in site plan review letters, compiles the plan review comments and issues, and notifies parties identified on permit applications. Answers general code and ordinance questions in person, on the phone and by email. Reviews plans for residential decks and residential swimming pools. Maintains records of all site plan reviews and reviews of small miscellaneous projects.

Successful applicant will need to have skills in interpreting drawings and plans. Applicant must also have excellent oral and written communication skills. Applicant is expected to have knowledge of building, plumbing, electrical codes and accessibility standards. As well as, knowledge of the materials and methods employed in building construction and renovation.

Minimum qualifications of associates degree in construction, engineering or related field and at least 2 years of experience in construction, design or related field. ICC Certified Plans Examiner or ability to become certified within 12 months. Preference may be given to candidates with a Bachelor of Science in construction, design or related field.

Starting rate of $16.65 per hour. Benefit package 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 position is filled.

Before final appointment, successful applicant will 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