

NOTICE

The City of Bristow will be accepting applications for City Building Inspector/Code Enforcement Officer until September 23rd, 2024.

Job duties and responsibilities are as follows:

- Inspect residential and commercial buildings during and after construction to ensure they comply with all building codes, local ordinances, zoning regulations, and contract specifications.
- Review and approve plans that meet building codes, local ordinances, zoning regulations, and contract specifications.
- Conduct follow-up inspections to verify compliance of corrective actions.
- Communicate with architects, engineers, contractors, property owners, and the public to explain regulations and recommend remedial actions.
- Provide reports detailing inspection findings, violations, and other enforcement actions, including necessary corrections or violations.
- Attend public meetings to answer community questions or concerns about construction or code enforcement issues.
- Issue citations and warnings for violations of regulations and codes.
- Respond to citizen complaints about potential violations.
- Work with property owners and businesses to ensure compliance with regulations and codes.
- Work with city departments to ensure public safety and quality of life.
- Attend hearings and court proceedings related to code enforcement cases.
- Keep up to date on changes in regulations and codes and attend training as needed.

Preferred applicant to be certified, but not a requirement to apply.

Application can be picked up and returned to the City Clerk's office at 110 W. 7th Ave, Bristow, Ok. 74010