

Salary Range 8:
\$17.99 - \$24.80/hour

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

City of Tonganoxie

Administration Department

Position Summary

Under the supervision of the public works director, the building inspector is responsible for the enforcement and administration of building, zoning, plumbing, mechanical, electrical, and environmental codes and regulations of the city. The position is also responsible for the reviewing building and construction plans, processing and issuing building permits, construction inspections, and to enforce compliance with construction standards, electrical, mechanical and plumbing codes. Further, the employee will enforce nuisance codes and regulations as adopted by the City. The employee's work and actions are subject to general policy determinations of the public works director, city administrator, mayor, and city council.

Essential Functions

- Serves as building official for the municipal government;
- Maintains records of all permits issued;
- Issues permits pertaining to building, zoning, electrical, plumbing, gas, signs, demolition, house moving, safety, remodeling and additions, excavation, and occupancy;
- Reviews plans for compliance with all codes and zoning;
- Performs building and construction inspections to ensure compliance with codes and zoning regulations;
- Provides exceptional customer service
- Issues correction notices on work not meeting code;
- Assists and advises homeowners, contractors, and others in interpreting codes and in removing violations;
- Interprets codes and regulations and answers inquiries regarding enforcement;
- Services as the City Flood Plain Administrator and determines if proposed improvements are in floodplain and advises applicant on state and federal permits needed;
- Provides needed information required through reports according to department procedures;
- Enforces environmental code and regulations;
- Enforces nuisance code and regulations;
- Enforces site plan and landscape regulations;
- Other related duties as deemed necessary or as required.

QuickView

FLSA: **NON-EXEMPT**

ADA: **ELIGIBLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

Minimum Position Requirements

Experience: One to three years of building construction and/or inspection experience is required. Experience as a building inspector is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: High school diploma or GED required; college degree in construction management or similar field is preferred. Requires the ability to obtain at least one inspection certification from the International Codes Council (ICC) within 6 months of employment and the ability to obtain, at a minimum, one additional certification within 18 months of service. Current ICC certification preferred. Requires a valid Kansas driver's license.

Skills: Thorough knowledge of building, electrical, plumbing and mechanical codes, zoning ordinances and applicable city codes. Thorough knowledge of building construction methods and materials. The ability to read and interpret plans and specifications. Excellent written communication and interpersonal skills. Good mathematical aptitude. The ability to drive, operate measuring equipment, calculators, computers and other related equipment. The ability to provide exceptional customer service and work well with others.

Problem Solving and Conflict Resolution: Problem solving and conflict resolution skills are essential skills needed in this position. Problems include working with owners, architects and contractors to resolve code violations.

Decision Making: Decision making is an important skill needed in this position. Decisions include determining when to file complaints on non-compliance

Financial Accountability: Employee is not responsible for budgetary control of the department and does not participate in the annual department budget process.

Supervision: Little direct supervision is provided and job related decisions are occasionally reviewed by the city administrator. Employee must be highly self-motivated. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Continual contact with other city departments and the general public.

Working Conditions: Adverse working conditions may exist when working in the field inspecting building sites and working outdoors in inclement weather.

Physical Requirements: The ability to ascend and descend ladders, maneuver over rough terrain, stoop, bend, kneel, crawl and reach when inspecting property. The ability to express or exchange ideas by means of communication. Conveying detailed or important instructions to other workers and the general public.