

**City of Larned**  
**Job Description**  
**Job Title: Building Inspector**

<p><b>Department:</b> Administration <b>FLSA Status:</b> Non-exempt <b>Work Shift:</b> M-F (unless otherwise necessary) <b>Work Status:</b> Full-time <b>KPERS:</b> Yes <b>Residency:</b> Yes <b>City Manager Approved Date:</b> 08/01/2012 <b>Job Grade:</b> 22      <b>PCP Level:</b> 2 <b>Location:</b> City Hall</p>
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**General Overview of Position and Responsibilities:** Under the general supervision of the City Manager, this non-exempt position is responsible for work in the enforcement and administration of building, zoning, plumbing, mechanical and electrical ordinances, codes and regulations of the city.

Responsibilities extend to the examination of building plans before permits are issued, the inspection of buildings during construction and to enforce compliance with construction standards, electrical codes and plumbing standards.

**Supervisory Responsibilities:**

Directly supervises employees in the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Review and approve plans and calculations for new construction, additions and remodeling of buildings and structures.
- Inspect and issue permits for residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.

- Observe conditions and issue notices for corrections to persons responsible for conformance.
- Obtain evidence and prepares report concerning violations which have not been corrected.
- Interpret legal requirements and recommend compliance procedures to contractors, craftworkers, and owners.
- Keep inspection records and prepare reports for use by administrative or judicial authorities.
- Conduct surveys of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions.
- Review requests for and issue building permits.
- Enforce Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, National Fuel Gas Code, National Electric Code, and the Uniform Housing Code.
- Approve alternate materials and methods of construction not prescribed by city code.
- Determine specifications for remodeling, repair or additions to city buildings.
- Gather information for RFB's and submit information to City Manager and City Council.
- Approve and issue zoning and occupancy certificates.
- Conduct inspections to determine zoning and subdivision regulation compliance.
- Receive and file applications for text amendment changes and/or conditionals use or variance permit requests for both the planning commission and the board of zoning appeals.
- Gather information for legals, property owners with 200 feet and 1,000 feet within the zoning text amendment area or conditional use or variance request area.
- Publish legals, send out notices and serve as secretary for the Board of Zoning Appeals.
- Provide technical assistance to the Planning Commission and Board of Zoning Appeals.
- Serve as secretary for the Building Trades Board. Offer technical assistance and information concerning new products, regulations, and reviews for new codes and code related issues to the Building Trades Board.
- Act as ADA Coordinator. Act as ADA Coordinator, keep current on ADA changes and review plans to be sure ADA requirements are met.
- Maintain Kansas Gas Red Tag NFPA codes.
- Responsible for executing several programs such as; sidewalk program or the demolition program.

- Responsible for weed notices during the spring and summer season, legal's, notices and follow up.
- Responsible for beautification notices and recommendation for cleanup.
- Respond to citizens' inquiries, requests and complaints.
- Work to improve customer service.
- Work with other departments to ensure efficient and effective service delivery.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- May serve as a notary public.
- Map out lay outs for new utility easements, existing easements, and right of ways.
- Assist other departments in securing RFBs for various items; from repairs to parts, etc.
- Perform other duties as assigned.
- Backup for front office as necessary.
- Fill in as custodian as needed when custodian is out or on vacation.
- Keep records of city properties, descriptions and maps, warranty deeds, vacated alleys, easements as recorded and covenants.
- Keep records of updated electrical change outs, keep records of water meter shut offs.
- Maintain the main data base for MSDS sheets for the City.
- Maintain the main data base for repairs and bids for city buildings.
- May serve on various employee or other committees as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies, knowledge, skill, abilities, required education and or experience to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations.

**Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.

**Oral Communication** - Listens and gets clarification.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

**Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives;

organizes or schedules other people and their tasks; develops realistic action plans.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

Ethics - Works with integrity and ethically.

### **Required Knowledge, Skills, Abilities:**

- Knowledge of building construction methods and materials.
- Ability to read and interpret plans, specifications, maps, charts and diagrams.
- Ability to operate measuring and testing equipment, volt and amp meters and transit level.
- Ability to work under pressure and/or with frequent interruptions.
- Ability to multi-task and work in a fast-paced environment.
- Ability to be organized, accurate, and prioritize tasks.
- Ability to read, analyze, and interpret general reference documents, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to operate computers and software necessary to complete assignments may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.

**Required Education and/or Experience:**

Associate's degree or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Bachelor's degree from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Driver's license  
 ICC Plumbing Inspector certification  
 Back flow certification  
 NACHI building inspector certification

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high and precarious places; and regularly outside weather conditions. The noise level in the work environment is usually moderate.