

## **POSITION DESCRIPTION**

**Position Title:** Inspector  
**Department:** Public Works  
**Division:** Inspections  
**FLSA:** Non-Exempt  
**Retirement:** KPERS  
**Date:** June 24, 2022

### **GENERAL PURPOSE**

Performs a variety of routine and complex technical work in building inspection to ensure that the City adopted construction and other related codes and standards are met.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Chief Building Inspector.

### **SUPERVISION EXERCISED**

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Interacts in the office and in the field with city staff, public, contractors and owners in person, via telephone and/or through use of email on work related concerns.
- Enforces construction related codes, including the International Building Code, International Residential Code, International Code Council Electrical Code, National Electrical Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code and local amendments to these codes.
- Issues stop work orders, correction notices and citations.
- Performs inspections, to include mechanical, electrical and plumbing, examining for compliance with the adopted codes.
- Maintains records of inspection activity, and completes related reports. Issues certificates and permits as appropriate.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.
- Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties.
- Investigates code compliance complaints, resolves or refers complaints to appropriate staff.
- Performs routine inspections related to land disturbance permits and erosion control measures and maintains related records.
- Performs inspections of sidewalks and driveway approaches within the ROW.

- Performs the duties of a plans examiner of building, electrical, mechanical, or plumbing inspector as needed and qualified.
- Responsible for grease trap program administration.
- May perform other duties as assigned.

### **PERIPHERAL DUTIES**

- Assists in administering the permitting function, including application processing, fee assessment and permit issuance.
- Assists in administering contractor licensing, including application processing, fee assessment and license issuance.
- Attends preconstruction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.
- Assists the Board of Appeals as needed, and provides required information.
- Assists other City departments with tasks and issues as needed.
- Performs quarterly street light and traffic signal inspections.

### **MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

- (A) Graduation from high school or GED equivalent; and
- (B) At least four years general construction experience, or equivalent combination of education and experience; and
- (C) Must possess a valid state driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

#### ***Necessary Knowledge, Skills and Abilities***

- (A) Working knowledge of current general construction codes, including building, electrical, plumbing and mechanical codes, as they relate to residential and commercial construction.
- (B) Skill in the operation of the listed equipment.
- (C) Ability to effectively inspect construction projects of all types
- (D) Ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners and the general public
- (E) Ability to read and understand complicated construction plans and specifications.
- (G) Ability to communicate effectively orally and in writing;

### **SPECIAL REQUIREMENTS**

Licensed as an electrical, plumbing or mechanical master as described by State of Kansas statutes, or ICC inspector certification for the building, electrical, plumbing or mechanical trade, or must be able to obtain within one year of employment and must retain for duration of employment.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, GIS and permitting software; motor vehicle; phone; portable radio; various hand tools and testing equipment.

## **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.

Work is performed in both the office setting and on construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; 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, depth perception, and the 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 occasionally works near moving or mechanical parts, and may be exposed to risk of electrical shock. Inspections are performed throughout the year, and all types of weather conditions may be encountered.

The noise level of the environment is usually quiet in the office, and moderate to loud in the field.

## **SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **APPROVAL AUTHORITY:**

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Department Head

Date

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HR Director

Date