



INCUMBENT:	Vacant	REPORTS TO:	Director of Community Development
PAY RANGE:	\$18.00 Starting	DIVISION:	Codes
JOB TYPE:	Full-Time Hourly Non-Exempt	LOCATION:	City Hall 439 Main
SUPERVISORY:	Yes	UPDATED:	March 2021

Approval Signatures:

Department Head

City Manager

RESPONSIBILITIES:

The Deputy Building Official is responsible for the interpretation and application of planning and zoning codes and ordinances. The decisions made by the Deputy Building Official can have a long-lasting positive impact on the community.

The Deputy Building Official keeps the Director of Community Development informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

ORGANIZATION STRUCTURE:

The Deputy Building Official reports to the Director of Community Development, oversees the majority of building inspections, and assists with Nuisance violations as needed in conjunction with the Code Enforcement Officer. This position also assists Code/Building staff with the administrative aspects of their job(s) as needed.

JOB DUTIES:

Major Duties:

- Ensures that all construction is in compliance with existing city codes.
- Conduct on-site inspections of building, electrical, mechanical and plumbing work performed by contractors or homeowners.
- Addresses public concerns and interprets and explains applicable codes.
- Meet with individuals to consult about building or remodel projects prior to construction.
- Issue citations at the direction of the Director.
- Researches and presents options for resolving planning and building issues when necessary.
- Issue building permits.
- Other duties as assigned.

Other Duties:

- May perform portions of the work of higher classified positions occasionally, as assigned.
- May perform duties of similar complexity in any City department as required or assigned.
- Conduct research on special projects as assigned by the Director of Community Development or the City Manager.
- Other duties deemed necessary to the benefit and betterment of the City as assigned by the City Manager or his/her designee.

WORKING CONDITIONS:

The work involves occasional moderate risks or discomforts which require special safety precautions, e.g., working around moving parts or machines, irritating chemicals, and performing life safety inspections in questionable structures, etc. Employees are required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield as needed.

The work requires some strenuous physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 75 pounds. The work may require specific physical characteristic and abilities such as heightened strength, mobility, dexterity and full range of motion.

The position requires considerable concentration, interaction with the public, knowledge of building codes and federal, state and local law, and considerable organizational abilities. It is

subject to considerable stress caused by a changing environment, emergency situations, emotional incidents and workload.

QUALIFICATIONS:

Minimum Qualifications:

- Must have at least five years of experience in construction, electrical, plumbing or other related building trades **OR** three years of experience as a building inspector in a municipality or similar organization and certification by a nationally recognized building codes agency.
- The ability to demonstrate thorough competency and extensive knowledge of building construction.
- Must be able to achieve ICC residential inspector certification within six months of employment.
- Maintain a current valid Kansas driver's license and an insurable driving record with City's insurance carrier.
- Must have computer knowledge sufficient to assign work and generate management-level analyses and reports, plus general recordkeeping and organization.
- Can clearly and concisely express ideas both orally and in writing to maintain effective working relationships with subordinates, other City department heads, appointed board members, and elected public officials.
- Ability to perform all tasks with a high level of professional conduct.
- Thorough knowledge of safety procedures and requirements.
- Ability to make common sense application of building codes and processes.

Desired Qualifications:

- Current ICC residential inspector, or commercial inspector certifications.
- A degree from an accredited university in building construction, construction management, industrial arts, engineering, or a closely related field.
- Two years of training or an associate's degree in a related field, plus five years of experience, may be substituted for the minimum requirement.

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

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