



## Deputy Building Official

### Job Description

Updated April 2022

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**JOB TITLE:** Deputy Building Official

**JOB TYPE:** Full Time

**REPORTS TO:** Director of Community Development

**STARTING RANGE:** \$18.00 - \$21.00/hr

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### **Job Overview:**

The Deputy Building Official is responsible for assisting in 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. This position works closely with the DoCD, the Code Enforcement Officer, and other members of City staff to enforce City ordinances and City Code in a fair, unbiased manner.

### **Essential Duties and Responsibilities**

The Deputy Building Official reports to the Director of Community Development, performs the majority of building inspections, processes permit applications and extension requests, 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.

- 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.
- 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.

**Section 1. Minimum Job Requirements:**

- 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.

**Section 2. Additional Job Requirements**

- Maintain a current valid Kansas driver's license and an insurable driving record with City's insurance carrier.
- Must have sufficient computer skills, including Microsoft Office or Google Workspace, plus general recordkeeping and organization.
- Can clearly and concisely express ideas both orally and in writing.
- 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.

**Section 3. Preferred 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

**Section 4: Physical Requirements**

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.

## **Section 5: 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 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.

## **Section 6: Work Schedule**

This position primarily works 8-hour daytime shifts Monday through Friday. There may be infrequent or occasional need for after-hours inspection or emergency call-out.

## **Section 7: Personal Knowledge, Skills, and Abilities**

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*

Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.

- *Communication*

Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands of the importance of non-verbal communication and presents oneself in an appropriate manner.

- *Job Performance*

Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.

- *Initiative and Innovation*

Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership (Non-Supervisory)*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

**Section 8: Benefits Available**

This position is eligible for enrollment in the City of Osawatomie’s complete benefits program, including health, dental, vision, and life insurances, and options for retirement savings programs.

**Section 9: Other Information and Disclaimer**

Department	Administration
Division	Building/Codes
Type	Full-Time
Pay Rate Type	Hourly
Weeks Per Year	52
Hours Per Week	40
KPERS Eligible	Yes
CDL Required	No
Random Drug Screen	Yes
Clothing Allowance	Yes
Drug Test Requirement	Yes
Physical Requirement	Yes
Background Check	Yes (Driving Record)

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

**Disclaimer**

The City of Osawatomie is an Equal Opportunity Provider and Employer.

*Please contact the Human Resources Department at [info@osawatomieks.org](mailto:info@osawatomieks.org) or 913-755-2146 if you require reasonable accommodation to apply or need additional information.*