JOB DESCRIPTION
Building Inspector

Job Class: 6
FLSA Status: Non-Exempt
Date: June 10, 2021

Annual Base Salary: $46,183 to $69,274
Department: Community Development

JOB DEFINITION

The Building Inspector is a professional position which reports to the Development Services Director. This employee coordinates, administers, interprets, and enforces all aspects of the City's building construction, erosion & sediment control, blasting permits and related codes as adopted by ordinance. This position acts as the Building Inspector for the City of Edgerton and assists in emergency operations.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Development Services Director.
- Exercises no direct supervision over other city employees.
- Coordinates work with other City departments as needed.

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Perform full review of submitted plans and specifications of new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the City of Edgerton adopted codes, ordinances, and project plan documents. Provides professional recommendation regarding building code interpretation and will work closely in conjunction with the Johnson County Fire District #1 for final interpretations of fire prevention safety regulations.	25
2	Inspect industrial, commercial, and residential buildings during various stages of construction to ensure compliance with approved plans, applicable codes, ordinances, and regulations. Inspect plumbing, electrical, mechanical, and structural installations, and a large variety of other complex and routine building system elements; provide detailed list of deficiencies and ensure correction of deficiencies at subsequent inspections.	25
3	Holds administrative responsibility for building permit functions including the processing and issuing all commercial and residential building permits. Tracks the permit through the review process (from submittal to issuance to closure). Organizes the associated electronic and paper documentation related to the permit application (plans submitted for review, plan review reports, inspection reports, etc.). Issues TCO and CO certificates. Tracks open permits to ensure inspections are scheduled and performed in a timely manner. Answers questions related to scheduling, application, and inspection status.	20

Importance	Tasks	% of Time
4	Assists residents, developers, construction and design professionals, and other businesses by phone or in person, answering a wide variety of inquiries related to code requirements and interpretations.	15
5	Investigate complaints concerning defective construction and installations; maintain detailed inspection records for possible legal actions and testify in municipal and district court when necessary.	5
6	Processes and issues all blasting and land disturbance permits. This includes tracking the permit through the review process (from submittal to issuance to closure), organizing the associated permit documentation, and reviewing the submitted daily blasting reports.	5
7	Review new products or methods of construction for approval or denial of use; prepare and recommend modifications to building code provisions.	5

IMPORTANT JOB FUNCTIONS

- Identifies and makes recommendations regarding enhancements to department procedures, codes and guidelines and the development review process. Research proposed amendments to the Building Code, Unified Development Ordinance and other codes, policies and guidelines and makes recommendations to staff and review bodies.
- Keeps abreast of changes to the building codes, new product, and code enforcement techniques.
- Represents the City on various boards and organizations on the local, regional and state levels.
- Makes public presentations as needed to the City Council, staff, citizen groups, students and others.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle
Computer
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university in architecture, engineering, construction management, business administration, public administration or related field preferred.
- Three to eight years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Valid Kansas Driver's License.

PREFERRED QUALIFICATIONS:

Licenses and Certifications:

- Certification as an ICC inspector through a recognized Model Building Code Organization (International Codes Council) in at least two categories preferred at the time of hire. Certifications may be required in a reasonable period of time upon employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Theory, principals, practices and techniques of building inspection, code enforcement, developing building standards and related skills;
- The International Building Code and the International Residential Code as administered by the International Codes Council including Uniform Building Code and other applicable state, federal and local ordinances, laws, rules and regulations;
- Current building construction methods, material, tools and equipment.
- All aspects of the Community Development department functions and the department's relationship to building inspection;
- Principles and practices of public administration, including budgeting, purchasing, and the maintenance of public records;
- Municipal government functions including the role of the elected Governing Body and appointed commissions.
- The City's personnel rules and policies, and safety procedures for all aspects of the job.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules, and regulations.

Skilled in:

- Ability to detect hazards and violations and detail what is required by Code during field inspection work.
- Ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.
- Oral and written communication with the general public, co-workers and supervisory personnel in order to give and receive information in a courteous manner.
- Must be able to adapt communication style and format to the audience.
- Problem solving and conflict resolution as needs arise.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in carrying out action plans.
- Set priorities and adapt priorities to changing circumstances.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing, with an ability to present information in both formal and informal settings.
- Prepare clear and concise reports.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Organize and maintain data accurately and completely with attention to details.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must

regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Maintain effective audio-visual discrimination and perception needed for:
  - -making observations
  - -communicating with others
  - -reading and writing
  - -monitoring assigned activities and operations
  - -operating assigned equipment.
- Maintain mental capacity which permits:
  - -making sound decisions and using good judgment
  - -prioritizing work activities
  - -demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - -sitting, standing, or walking for extended periods of time
  - -lifting or carrying light to moderately heavy objects
  - -operating assigned equipment.

WORKING CONDITIONS:
Work is performed in an office, and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals. The noise level in the work environment is usually moderate. This position contains an element of risk to personal safety.

This position may be required to work overtime, evenings, weekends, and some holidays, as required. Attendance at overnight seminars and conferences may also be required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the City Administrator's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
City Administrator	City Administrator Signature	Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.