

**CITY OF SALINA**

**POSITION DESCRIPTION**

CLASS TITLE: Building Inspector III/Plans Examiner GR: O FLSA: NE DATE: 1/16/2013

DEPARTMENT: Development Services

DIVISION: Building Services

REPORTS TO: Building Official

APPROVED: \_\_\_\_\_

JOB CODE: 7032

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**GENERAL DESCRIPTION:**

Performs reviews of building plan submittals and performs inspections to ensure compliance with building, plumbing, electrical, mechanical, fire codes, accessibility codes and related ordinances. Works within prescribed standards and procedures, with some leeway for discretion and independent action.

**TYPICAL DUTIES:**

- Reviews building plans and technical submissions for residential and commercial projects to verify compliance with adopted building codes
- Computes fees, approves building plan submittals and permits; files copies of permits issued and prepares inspection and correction logs as construction progresses
- Meets with contractors, architects, developers and/or property owners to provide customer service-based problem resolution; provides general information to contractors, architects, developers and the general public in person and by phone, email or fax
- Prepares written reports and detailed correspondences
- Conducts site assessments to verify field conditions; performs field inspections in order to verify site conditions; receives complaints of building code and ordinance violations and investigates or collaborates with appropriate individuals for follow-up investigation
- Works with fire department and performs special investigations such as fire damage, unsafe buildings and structures, and buildings proposed to be moved
- Checks for life safety compliance requirements, recommends action/corrections which will result in compliance
- Completes or works with other inspectors on intermediate and final inspections; inspects sanitary health conditions of properties and on construction sites;
- Performs overtime as required and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

May serve as Building Official in the Building Official's absence.

**RESIDENCY REQUIREMENTS:**

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school plus a minimum five years of building inspection or plan review experience or a degree in Construction Science; general knowledge of building and fire codes required; Building Inspector or Plans Examiner certification by the ICC desirable; ability to read and comprehend blue prints; basic computer skills; and valid Kansas driver's license required.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Efficiently and effectively review building plans and permit applications. (Daily)

Understand, interpret and communicate code requirements thoroughly and accurately, both written and oral. Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Use of the computer for plan review programs, email communication and to process letters and reports (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Climbing/Balancing:** Climb ladders and inclines, uneven surfaces, balance required

**Walking:** Extensive amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 40 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Adequate to perform essential job functions.

**Speech:** Frequently express ideas and be understood

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment and tools requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside and outside

**Cold/Heat:** Adverse weather conditions possible

**Wet/Dry:** Adverse weather conditions possible

**Noise/Vibrations:** Minimal exposure to construction and machinery noise

**Hazards:** Minimal exposure

**Fumes/Dust/Odors:** Minimal exposure

**Infectious Diseases:** Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to communicate effectively, both orally and in writing.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to understand and apply mathematical concepts accurately.

Ability to meet deadlines and work under some stressful conditions.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, office machines, calculator, tape measure, scaled rulers, testing equipment, ladders, mobile phone and vehicle.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.