

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Assistant Code Administrator	<b>BAND/LEVEL:</b>	Mgmt III
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	<b>2280</b>
<b>DIVISION:</b>	Building Safety	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Code Administrator	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 608

**REPLACES: Assistant Code Administrator (Inspections & Plan Review)      DATE: 8/20/07**

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### **JOB SUMMARY STATEMENT:**

Manages the technical direction within the Building Safety Division including: technical direction related to plan review and inspections; research and development of code issues; quality control of plan review and inspections; investigations; activities related to systems inspections and property maintenance; administration of appeals process; employee development; performance assessment and training. Serves as Acting Code Administrator in the absence of the Code Administrator.

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### **DUTIES AND RESPONSIBILITIES:**

1. Oversees the daily technical operations applicable to the enforcement of City adopted building codes as they pertain to the built environment on private property. Directs a multi-disciplined staff responsible for the review of construction documents and conducting field inspections related to adopted building safety regulations including but not limited to structural, fire safety, plumbing, mechanical, electrical energy, property maintenance, etc.
2. Oversees development and implementation of all quality control procedures and policies related to plan review and inspection. Ensures that the technical staff provides a high level of oversight in the application of adopted building safety codes and ordinances. Oversees the special inspection process.
3. Develops and coordinates policies and processes related to the interpretation of codes and ordinances. Conducts investigations, research and evaluation related to product approvals/Special Inspections, unsafe structures, etc. Reviews and evaluates engineering reports of alternate methods and materials. Resolves work problems.
4. Reviews, researches and evaluates new codes including working with the Legal Department on ordinance adoption, meeting with interested parties, filing a report with the Code Administrator and presenting findings before the governing body as directed. This includes participation in the national code development processes.
5. Coordinates all aspects of the City's erosion and sediment control program as it relates to individual building permits and building safety. This includes activities related to site development and building construction in accordance with adopted policies, procedures, federal regulations, quality control, training, outreach, technical support and policy analysis.
6. Manages the processes and procedures for handling inquiries received through the Overland Park complaint system. Provides daily direction to staff in the enforcement of property maintenance cases including unsafe structures. Coordinates activities with other divisions and departments.
7. Maintains program for positive services delivery, public relations, communications, and education targeted to needs and expectations of citizens and business served. Develops and maintains good relationships with other departments and divisions.
8. Coordinates the activities of the Code Board of Appeals-reviews appeal requests; reviews and evaluates engineering reports of alternate methods and materials; prepares reports; makes staff recommendations on appeal requests; coordinates meeting schedules.
9. Administers personnel policies and actions, i.e., hiring, disciplinary actions as directed, performance and salary reviews. Responsible for employee orientation of new employees with plan review and inspections, Responsible for providing oversight of the repair and maintenance of equipment including vehicles.
10. Serves as Acting Code Administrator in the absence of the Code Administrator. Works with Code Administrator in developing strategic plans and policies related to technical operations of the Division.

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11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in architecture, engineering, construction management and science or an equivalent combination of formal education and work experience.

Professional licensure as an architect, engineer, Certified Building Official or Certified Master Code Professional.

Possession of an appropriate, valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE:**

Seven years of progressively responsible experience in code enforcement, development and supervision or an equivalent level of experience.

### **SKILLS:**

1. Effective oral and written communication skills.
2. Supervisory and leadership skills.
3. Analytical skills
4. Attention to detail
5. Basic math and accounting skills
6. Working knowledge of personal computers and spreadsheet, presentation and word-processing software applications.
7. Facilitation skills
8. Project management skills
9. Working knowledge of public administration
10. Public speaking/presentation
11. Time management skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal codes and regulations.
2. Ability to read and comprehend construction plans and specifications.
3. Ability to understand and explain engineering and construction principles.
4. Ability to analyze complex problems and recommend possible solutions.
5. Diplomacy and judgement.
6. Ability to handle multiple tasks.
7. Mechanical aptitude.
8. Ability to analyze safety situations.
9. Ability to train and guide others.
10. Ability to comprehend confidential information.
11. Ability to work in hectic environment with many interruptions.
12. Ability to meet deadlines
13. Ability to learn and understand PC software applications
14. Alpha and numeric recognition
15. Ability to carry out assignments through oral and written communications

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls.
2. Ability to reach, stand, crawl, bend, stoop, climb, push and pull
3. Ability to speak to an individual or group for an extended period of time.
4. Hand and eye coordination adequate to input computer keyboard.

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5. Ability to identify and distinguish colors
6. Ability to distinguish smells
7. Ability to operate City vehicles
8. Exposure to dust, smoke, sprays and mists
9. Exposure to extreme temperatures
10. Exposure to heights
11. Exposure to high voltage
12. Expose to loud noises
13. Excessive standing and/or walking
14. Ability to lift 40 lbs and transport 20 feet
15. Ability to push/pull up to 50 lbs.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct - Building Inspector, Systems  
- Multidisciplined Inspector I  
- Enforcement Specialist I (Part-time)

Indirect - Team Supervisor  
- Multidisciplined Inspectors  
- Plans Examiners

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**