

BUILDING INSPECTION AND ZONING OFFICIAL

Department: Community Development

Reports To: City Manager



Position Summary

Under the supervision of the City Manager, the Building Inspection and Zoning Official is an administrative and supervisory position within the City of Garnett. Work involves responsibilities for enforcement of national and local codes and zoning ordinances.

The Building Inspection and Zoning Official is the designated authority for the administration and enforcement of dangerous structures, American Disabilities Act (ADA) regulations, as well as a multitude of codes, including those for building, plumbing, mechanical, electrical and nuisances. Responsibility extends to the examination of building plans before permits are issued, the supervision and inspection of buildings during construction, and the compliance with regard to construction standards, electrical codes, plumbing standards, mechanical codes and city regulations as related to dangerous structures, ADA, nuisances, zoning, and floodplain regulations. The Official will also be expected to enforce city adopted zoning regulations and work closely with the city's planning commission as required to maintain and update zoning regulations. The employee's work and actions are subject to general policy determinations of the City Manager. This position will also act as the City's Floodplain Administrator, working with state and federal agencies as required to maintain floodplain requirements. The Building Inspection and Zoning Official will supervise the Animal Control and Code Enforcement Official.

Examples of Work

- Performs public relations work for the department.
- Prepares and maintains necessary records and reports.
- Works with and fills in for the Fire Chief as necessary to enforce fire prevention regulations and in taking action to secure the abatement of fire hazards.
- Serves as the Zoning Administrator to enforce the zoning and nuisance codes.
- Maintains records of all permits issued.
- Receives, reviews, and makes recommendations on contractor applications for electrical, plumbing, mechanical, gas fitter, and general contractor licenses.
- Reviews plans for compliance with all codes and ADA regulations.
- Inspects private and public buildings during construction to ensure that all codes and ADA requirements are met.
- Assists and advises homeowners, contractors, and others in interpreting codes and in removing violations. This includes issuing summons and testifying in court on occasion.
- Must attend monthly and any special Planning Commission meetings and/or hearings, and is responsible for creating the agenda and minutes for these meetings.
- Work with Federal and State Agencies regarding floodplain compliance
- Other duties as assigned.

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Experience

At least three years of building construction and inspection experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education

Bachelor's degree in an applicable field is preferred, as well as technical knowledge of building construction.

Skills

Thorough knowledge of state and local fire and international building codes, electrical, mechanical, plumbing codes and ADA requirements.

Problem Solving

Frequent problem solving exists in this position. Helping citizens understand the different code regulations and working with contractors, property owners, engineers, and architects.

Decision-Making

Frequent decision making exists in this position. Determining whether work performed by contractors, owners, engineers and architects meet code requirements.

Accountability

Employee is not responsible for budgetary control of department and does not participate in the annual departmental budgetary process.

Supervision

This position is a supervisory position over one full time employee. Direct supervision and job-related decisions are occasionally reviewed by the city manager.

Personal Relations

Continual contact with other city departments and the general public.

Residency

The employee working in this position is required to reside within three (3) miles of the city limits of Garnett.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to utilize objects, tools, equipment or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Must maintain a physical condition appropriate to the performance of assigned duties and responsibilities, which may include working closely with others, high levels of public contact, and irregular working hours.

Working Conditions

Adverse weather conditions are factors in this position. Hazardous and dangerous situations may arise in the inspection of vermin infested and dangerous structure complaints. Must possess the strength and agility to maneuver in all phases of construction.

Salary and Hours

This is an exempt position with a pay scale of \$45,000 - \$62,000 (E4) annually with excellent benefits, pay is based off qualifications and experience.

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Equal Employment Opportunity: The City of Garnett is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job. If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the Director of Human Resources. Verification of identity and employment eligibility to work in the United States is required by federal law. For a list of acceptable documents that establish these criteria, please refer to the federal Form I-9.