



**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Code Administrator	<b>BAND/LEVEL:</b>	MGT III
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	2305
<b>DIVISION:</b>	Building Safety	<b>DATE:</b>	12/17/2018
<b>REPORTS TO:</b>	Director, Planning & Development Services	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	608
<b>REPLACES:</b>	Code Administrator	<b>LAST REVISED DATE:</b>	10/05/2018

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**JOB SUMMARY STATEMENT:** Responsible for the oversight and management of all technical and operations within the Building Safety Division. The Code Administrator will coordinate with the Deputy Director in the administration of the division both internally and externally. Administers, interprets, and enforces all construction and related codes as adopted by ordinance. Directs activities of subordinate supervisors to accomplish reviewing of plans, issuance of permits, inspection of buildings, collection of fees, existing buildings investigations, training, preparation of reports, files, and budget. Manages damage assessment operations related to disaster response and recovery.

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**DUTIES AND RESPONSIBILITIES:**

1. Develops and executes policies and procedures for all assigned functions of Building Safety Division. Directs activities of subordinate supervisors.
2. Administers, interprets, communicates and enforces adopted regulatory codes and ordinances pertaining to the construction and maintenance of the built environment with the City. Has final staff code interpretative authority on building and fire construction regulations and will work closely in conjunction with the Fire Department for final interpretations of fire prevention safety regulations.
3. Develops, directs, and evaluates program of plan review for code compliance on plans prior to issuance of building permit.
4. Develops, directs, and evaluates program of building and fire safety inspections to ensure code compliance of buildings in the field.
5. Develops, directs, and evaluates program of fee collection, permit issuance, and records maintenance for entire building and fire safety code function.
6. Develops, directs, and evaluates program of existing buildings to ensure code compliance related to the proper maintenance and alterations of buildings.
7. Develops, directs, and evaluates code development programs for the City of Overland Park, including but not limited to, writing city ordinances and policies related to building code requirements. Prepares and enforces such rules and regulations as required by legislative authority for the proper exercise of the divisions' responsibilities.
8. Develops, directs, and evaluates customer service and public relation programs for the Building Safety Division. Will assist and coordinate with the Deputy Director regarding public relations for building related and technical issues when dealing with the media, professional groups, and the general public.

9. Administers all activities related to the Code Board of Appeals.
10. Develops, directs, and evaluates comprehensive staff training program to achieve programs goals and objectives and provide maximum performance.
11. Designs and conducts public education program regarding importance of effective building code program.
12. Develops and monitors divisional budget for Building Safety Division. Prepares or directs preparation of all administrative regular or special reports. Coordinates activities with other departments, divisions, and outside agencies.
13. In consultation and coordination with Deputy Director may represent the Building Safety Division at City Council, Planning Commission, Community Development Committee, special task force groups, Chamber of Commerce and citizens groups.
14. May represent the City of Overland Park during legal proceedings dealing with building safety codes i.e., litigation, depositions, municipal court, etc.
15. Conducts field investigations on high profile projects and incidents. Meets with professional engineers, architects, contractors, etc., concerning general technical code issues and in responding to specific project needs.
16. Participates in emergency management operations for the City, as requested.
17. 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.
18. 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.

## **GENERAL QUALIFICATIONS**

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

- Bachelor's degree in architecture, engineering, construction science or technology or a related field with additional equivalent experience.
- Obtain and maintain certification as a Master Code Professional within one year of employment.
- Advanced course-work in code development or public administration preferred.
- Possession of an appropriate, valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE:**

- Eight years of progressively responsible experience in code enforcement building sciences and development.
- Two of those years must be in a supervisory roll.
- An equivalent level of education and experience in technical engineering or architecture fields may be considered.

### **SKILLS:**

- Excellent oral and written communication skills
- Supervisory and leadership skills
- Analytical skills, including basic engineering and construction principles

### **MENTAL REQUIREMENTS:**

- Ability to read and comprehend city, state and federal codes and regulations.
- Ability to read and comprehend construction plans and specifications.
- Ability to understand and explain engineering and construction principles.

- Ability to analyze complex problems and recommend possible solutions.
- Diplomacy and judgement.
- Ability to handle multiple tasks.
- Mechanical aptitude.
- Ability to analyze safety situations.
- Ability to train and guide others.
- Ability to comprehend confidential information.
- Ability to work in hectic environment with many interruptions.
- Ability to align division, department and City goals and objectives.

**PHYSICAL REQUIREMENTS:**

- Ability to make and receive phone calls.
- Mobility to conduct field inspections.
- Ability to speak to an individual or group for an extended period of time.
- Hand and eye coordination adequate to input computer keyboard.
- Ability to travel locally and outside of City.
- Ability to operate a City vehicle.

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

- Direct
  - Team Supervisor, Building Safety (1)
  - Sr. MDCO (1)
  - Supervisor, Permit Services & Support
  - Development Coordinator
- Indirect
  - Building Inspector, Systems
  - Multidisciplined Inspector I, II, & Sr.
  - Plans Examiner & Sr
  - Customer Service Representative & Sr.
  - Administrative Assistant
  - Records Technician (PT)

**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.**