

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Building Inspector, Systems	BAND/LEVEL:	Tech II
DEPARTMENT:	Planning & Development Services	JOB NO:	3275
DIVISION:	Building Safety	DATE:	3/25/12
REPORTS TO:	Assistant Codes Administrator	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 608

REPLACES: Building Inspector, Systems

DATE: 5/12/08

JOB SUMMARY STATEMENT:

Conducts inspections and tests of elevator equipment, product lines, tanks, and dumbwaiters for compliance with City-adopted codes and ordinances related to building safety. Applies technical provisions of building codes, associated standards, and other applicable ordinances related to the construction industry. Also assists in the inspection of residential and commercial structures and provides training to other inspectors. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Conducts initial inspection and testing of elevators, escalators, dumbwaiters, personnel hoists and lifts.
2. Monitors the removal of fuel storage tanks.
3. Maintains the division's computer files and record systems for elevator equipment and for systems utilizing flammable liquids.
4. Inspects newly constructed, altered or repaired buildings and/or structures including various building systems and components.
5. Reviews and analyzes architectural and engineering plans and specifications, engineering calculations, shop drawings, technical data, research reports, and special inspection reports in understanding the construction project for inspection and compliance purposes.
6. Applies engineering principles and practices in the technical examination and analysis of wood, steel, concrete, and masonry structures and components.
7. Keeps abreast of building codes, new products and code enforcement techniques.
8. Assists in the development and training of inspectors.
9. Prepares clear and concise reports noting specific code violations and items inspected; issues Notices-to-Appear in court; maintains City vehicle; responds to complaints from citizens, staff, contractors, and design professionals; and provides permission for the issuance of Temporary and permanent Certificates of Occupancy and Compliance.
10. Assists in emergency operations, including snow removal, as required.
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 whom 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

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Education equivalent to a high school diploma supplemented with college-level courses in engineering, architecture, or construction is required. Must possess an appropriate, valid driver's license and maintain an insurable driving record. Bachelor's degree in engineering, architecture, building technology or a related field is preferred; or an equivalent combination of formal education and work experience. Must be ASME QEI-1 or have the experience and ability to obtain ASME QEI-1 certification within 12 months of employment with the City Employees hired on or after May 12, 2008, must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.

EXPERIENCE:

Three years of experience involving the inspection and testing of elevator equipment, fuel dispensing systems, and storage of fuel tanks.

SKILLS:

1. Good oral and written communication skills.
2. Good interpersonal skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal codes and regulations.
2. Ability to analyze complex engineering problems and recommend possible solutions.
3. Ability to comprehend standard engineering practices.
4. Ability to perform engineering calculations.
5. Ability to analyze safety situation.
6. Ability to read blueprints, site plans and specifications.
7. Logical reasoning.
8. Ability to exhibit tact and diplomacy when dealing with the public, builders and contractors.
9. Ability to conduct inspections under distracting conditions.
10. Ability to train and guide others.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to distinguish colors.
3. Must be able to hear and communicate.
4. Visual acuity to examine small parts.
5. Mobility to travel to inspection site.
6. Physical dexterity to manipulate a variety of hand tools.
7. Exposure to extreme environmental conditions.
8. Hand and eye coordination adequate to input computer.
9. Visual stamina and acuity adequate to review alpha/numeric data.
10. Ability to drive a City vehicle.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

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.

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ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Occ. - Constant	even and uneven surfaces
Sitting	Frequent	motor vehicle operation
Driving	Frequent	motor vehicle operation; automatic transmission
Bending	Occasional	inspection requirements
Stooping	Occasional	inspection requirements
Twisting	Frequent	computer operation in vehicle
Kneeling	Occasional	inspection requirements
Squatting	Occasional	inspection requirements
Crawling	not applicable	
Stairs	Frequent	multiple environments require use of stairs
Ladders	Occasional	inspection requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Computer	20 lbs.	floor to waist	occasional	2 / day	one or two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Computer	20 lbs.	up to 500 ft.	occasional	2 / day	one or two hand carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
open / close doors	minimal	occasional	

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
open / close doors	minimal	occasional	

REACHING	DURATION	DESCRIPTION
Above shoulder	occasional	required during inspection
At shoulder level	occasional	required during inspection
Below shoulder level	occasional	required during inspection / driving

FINE MOTOR	DURATION	DESCRIPTION
Gripping	constant	motor vehicle operation; misc. other requirements
Pinching	constant	motor vehicle operation; misc. other requirements
Wrist Flexion / Extension	constant	motor vehicle operation; misc. other requirements
Wrist Pronation / Supination	constant	motor vehicle operation; misc. other requirements