

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Multi-Disciplined Code Official I (Seasonal)	BAND/LEVEL:	NE/00
DEPARTMENT:	Planning & Development Services	JOB NO:	9655
DIVISION:	Building Safety	DATE:	04/24/2018
REPORTS TO:	Team Supervisor, Building Safety	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Seasonal	COST CENTER:	608
REPLACES:	New Position	LAST REVISED DATE:	03/25/2015

JOB SUMMARY STATEMENT:

Reviews and approves construction documents related to commercial and residential structures for compliance with City-adopted building codes and other related ordinances related to building construction and life safety. Conducts field inspections to assure compliance with the approved plans, and with City-adopted building codes. Responsible for the plan review and inspection processes for code review. Assists in emergency operations, to include snow removal operations as required. Assigned projects are generally ones having the least complexity.

DUTIES AND RESPONSIBILITIES:

1. Reviews construction documents submitted for the purpose of securing a building permit to construct new commercial or residential structures, or to alter, repair, demolish or add on to existing structures. Evaluates and analyzes various life safety systems and components for compliance with the building code and the referenced national standards as adopted by the City of Overland Park. The code review is a multi-disciplined review for compliance with the International Building code which incorporates the International Residential Code, the International Plumbing Code, the National Electrical Code, the International Energy Code, the International Mechanical Code, the International Fire Code, and the Existing Building Code.
2. Reviews and analyzes architectural and/or engineering plans and specifications, engineering calculations, shop drawings, hydraulic calculations, research reports, special inspection reports and other technical data to assure compliance with Overland Park adopted codes. Applies engineering principles and practices in the technical examination and analysis of wood, steel, concrete, and masonry structures and components. Makes independent decisions regarding compliance and alternate methods of design and construction.
3. Conducts inspections and witnesses various tests throughout the construction process in order to ensure compliance with the approved construction documents and City adopted codes on all permitted projects for new structures, or additions, alterations, repairs, or demolition of existing structures. Enforces erosion and sediment ordinance for one and two family dwelling construction sites. Serves as the lead person on joint inspections or investigations conducted with other divisions and departments including the fire department. Authorizes, the issuance of temporary certificate of occupancy, or final certificate of occupancy. Responsible for reviewing and approving special inspection reports. Witnesses' acceptance testing of elevator equipment.
4. Meets with design professionals, developers, owners, and contractors in preliminary design meetings. Meetings generally entail a discussion of the permit process as well as a code review of preliminary plans or design concepts to identify potential problems. Advise as to possible approaches to gaining compliance with the codes or resolving related problems is put forth.
5. Keeps abreast of changes to the building codes, new products, and code enforcement techniques.

6. 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.
7. 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

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Enrollment in a Bachelor's degree program in the area of Architecture, Engineering, or Construction Science & Technology, or a related field.
- Must possess a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

- None.

SKILLS:

- Analytical skills.
- Attention to detail.
- Database creation/maintenance skills.
- Working knowledge of windows-based word-processing, spreadsheet, and desktop publishing.
- Interpersonal skills.
- Project management skills.
- Time management skills.
- Written and oral communication skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to read and comprehend Federal, State, and local policies and regulations.
- Ability to read and understand building plans and specifications.
- Ability to prioritize multiple tasks.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Ability to reach, stand, bend, stoop, climb, push and pull.
- Ability to lift 50 lbs. and transport 20 feet.
- Ability to push/pull up to 50 lbs.
- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Ability to operate City vehicles.
- Ability to work in confined spaces.
- Hand and eye coordination adequate to input data into computer.
- Visual stamina and acuity adequate to review alphanumeric data.

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.

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	FRQUENCY/DUR	DESCRIPTION
open / close doors	minimal	occasional	

PULLING	FORCE	FRQUENCY/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