



City of Kansas City, Missouri Job Class Specification

Job Title: CONSTRUCTION CODE INSPECTOR SUPERVISOR **Department:** MULTI
Job Code: 3615 **Status:** EXEMPT **Grade:** EX-3

Summary

This is responsible supervisory and highly skilled inspectional work in the enforcement of municipal codes and zoning and demolition ordinances governing building and sign construction, alteration, demolition and repair.

Work involves responsibility for planning, organizing and supervising a city-wide building, sign and trade related inspectional program. Work involves supervising and participating in the activities of field inspectors and clerical personnel assigned to the unit; however, an employee of this class is primarily concerned with training, supervising and coordinating the work of a staff of the inspectional staff. Work is performed independently, but is reviewed by an administrative and technical superior for program effectiveness and conformance with established policies through review of records, reports, and reactions from the public.

Duties and Responsibilities

- Plans, schedules, supervises, and reviews the work of field inspectors engaged in inspecting buildings, building systems, and signs in the process of construction, alteration, repair, or demolition; provides technical assistance to subordinate inspectors as needed on difficult and unusual cases.
- Reviews reports of inspections and investigations prepared by field inspectors and determines action to be taken against violators; supervises the maintenance of technical records.
- Supervises and occasionally makes special inspections; investigates and gathers evidence of violations; prepares information for arrest warrants for violations of building code and sign regulations, zoning ordinances, and related laws; represents the City at court hearings.
- Attends, participates, and represents the division at various professional meetings of related agencies and associations.
- Confers with contractors, engineers, architects, property owners, and other interested parties; explains and interprets building code and regulations as well as municipal zoning ordinances.
- Answers questions relating to the building code and the zoning and demolition ordinances over the telephone and in the office.
- Maintains required records and prepares necessary reports.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:

The materials, methods, and practices used in building construction and of the stages of construction when possible defects and violations may be most easily observed and corrected.

Thorough knowledge of:

Legal procedures as related to the enforcement of municipal codes and ordinances.

The codes, regulations, and ordinances governing building construction.

Ability to:

Plan, organize and direct the work of a moderately large staff of subordinate inspectors engaged in enforcing the municipal building code and zoning ordinances.

Recognize faulty construction or hazardous conditions likely to result in collapse or failure of supporting walls, foundations, or structures and to appraise for quality of condition and physical deterioration.

Read and interpret construction plans, specifications and blueprints and to recognize deviations from such plans in the construction process.

Explain, interpret, and enforce codes, regulations, and ordinances firmly, tactfully, and impartially.

Establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials, and the public.

Present ideas effectively orally and in writing and to speak before audiences.

Education and Experience

Accredited Bachelor's degree in engineering, architecture, fire science, construction technology or construction management and three (3) years of codes inspection or construction trades experience.

OR

High school graduation and (7) seven years' experience in codes inspection or construction trades experience.

OR

An equivalent combination of qualifying education and experience.

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| Certificates/ Licenses/Special Requirements | <ul style="list-style-type: none"> ▪ Must possess the following certificates from the International Code Council (ICC): <ul style="list-style-type: none"> ▪ ICC Residential Building Inspector – B1 ▪ ICC Residential Electrical Inspector – E1 ▪ ICC Residential Mechanical Inspector – M1 ▪ ICC Residential Plumbing Inspector – P1 ▪ ICC Commercial Building Inspector – B2 ▪ ICC Commercial Electrical Inspector – E2 ▪ ICC Commercial Mechanical Inspector – M2 ▪ ICC Commercial Plumbing Inspector – P2 And one of the following certificates: <ul style="list-style-type: none"> ▪ NCPCCI Elevator General – 6B ▪ ICC Accessibility Inspector/Plans Examiner -- 21 ▪ NAESA Qualified/Certified Elevator Inspector (QEI/CEI) ▪ Inspectors assigned to the Elevator workgroup, in addition to requirements above, must also: <p>Obtain Qualified/Certified Elevator Inspector (QEI/CEI) certification as awarded by NAESA International within eighteen (18) months following date hired or assigned to the workgroup.</p> ➤ For individuals in this job classification or with exams passed prior to (effective date), the following certificates administered by the National Certification Program for Construction Code Inspectors (NCPCCI) may be substituted for the corresponding ICC certificate as shown: <ul style="list-style-type: none"> ▪ NCPCCI Building Inspector One- and Two-Family Dwellings – 1A or ICC Residential Building Inspector – B1 ▪ NCPCCI Electrical Inspector One- and Two-Family Dwellings – 2A or ICC Residential Electrical Inspector – E1 ▪ NCPCCI Mechanical Inspector One- and Two-Family Dwellings – 4A or ICC Residential Mechanical Inspector – M1 ▪ NCPCCI Plumbing Inspector One- and Two-Family Dwellings – 5A or ICC Residential Plumbing Inspector – P1 ▪ NCPCCI Building General – 1B or ICC Commercial Building Inspector – B2 ▪ NCPCCI Electrical General – 2B or ICC Commercial Electrical Inspector – E2 ▪ NCPCCI Fire Protection General – 3B or ICC Commercial Building Inspector – B2 ▪ NCPCCI Mechanical General – 4B or ICC Commercial Mechanical Inspector – M2 ▪ NCPCCI Plumbing General – 5B or ICC Commercial Plumbing Inspector – P2 And one of the following: <ul style="list-style-type: none"> ▪ NCPCCI Elevator General– 6B from NCPCCI or ▪ ICC Accessibility Inspector/Plans Examiner – 21 ▪ NAESA Qualified/Certified Elevator Inspector (QEI/CEI) ▪ Inspectors assigned to the Elevator workgroup, in addition to requirements above, must also: <p>Obtain Qualified/Certified Elevator Inspector (QEI/CEI) certification as awarded by NAESA International within eighteen (18) months following date hired or assigned to the workgroup.</p> |
| | <ul style="list-style-type: none"> ▪ Must pass a background check, as prescribed by the City. ▪ Will be required to pass a preemployment drug screen. ▪ Must pass a physical examination as prescribed by the City. ▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies. |

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| Supervisory Responsibility | Supervision is exercised over subordinate supervisors, inspectors, and clerical personnel. |
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| Supervision Received | General supervision is received from an administrative/technical supervisor. |
| | Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment. |
| Created | 5/97 |
| Revised | 1/99, 11/00, 10/03, 5/05, 9/06, 11/10, 4/18, 9/21, 8/2022, 01/2024 |