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## Combination Inspector

### Employer

City of Arkansas City  
118 W Central Ave  
PO Box 778  
Arkansas City, KS 67005  
620-441-4405

### Job Description

**Wage:** \$17.18-\$31.24 /hr

**Job Type:** Full Time

**Department:** City Manager Department

**Location:**

### GENERAL OVERVIEW OF POSITION AND RESPONSIBILITIES

Performs a variety of routine activities, primarily conducting property inspections for compliance with adopted codes for minimum housing and occupancy standards. Performs technical duties in enforcing construction codes to ensure public safety and health.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Building Official.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

*Essential functions of the job may include but are not limited to the following:*

- Responds to complaints of potential code violations relating to minimum housing standards, dangerous structures or other code related matters
- Conducts investigations of potential code violations; gathers evidence; questions complaints and witnesses; compares facts to codes; and makes findings known to the Neighborhood Services Superintendent

- Meets with owners, tenants, contractors, developers, businesses, etc., to review and explain the basic code requirements and violations or potential violations
- Provides information to persons requesting information or assistance in code enforcement matters
- Maintains a variety of logs and records related to inspection and enforcement activities
- Prepares reports of activities and investigations made for use by the Neighborhood Services Division.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court, including taking photographs of violation, as required.
- Inspects construction work for which a building permit is required.
- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of construction and maintenance codes.
- Inspects building projects to ensure construction proceeds in accordance with plans approved with the building permit.
- Reads and interprets adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects.
- Clearly notifies contractor of code violations with written compliance report at the time of inspection.
- Works with the public in person and over the phone to answer basic code questions.
- May check that all required special inspections are performed and reviewed for completeness.
- May review testing data and reports for conformance to specifications.
- Works with computer program to schedule inspections and updates computer data with results of inspections performed.
- Completely and accurately prepares professional reports and correspondence.
- Performs all duties in conformance to appropriate safety and security standards.

#### **NON-ESSENTIAL FUNCTIONS**

- Attendance at training, workshops and seminars.
- Performs other duties as assigned

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting.
- Working knowledge of applicable laws, standards and regulations relating to property maintenance, nuisance and public safety codes.
- Working knowledge of inspection techniques.
- Ability to prepare, organize and maintain inspection field data and reports.
- Ability to analyze situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Skills in comprehending and articulating facts and relationships and summarizing and writing clearly, concisely and legibly.
- Ability to produce reports, charts, photographs or other evidence for exhibits.

- Ability to communicate effectively both orally and in writing.
- Skills in establishing and maintaining effective working relationships with citizens, employees, supervisors and the general public.
- Ability to follow verbal and written instructions.
- Skills in handling stressful situations and effectively dealing with difficult or angry people.
- Ability to read and interpret blueprints and design plans.

### **COMMITMENT TO MISSION AND ORGANIZATIONAL VALUES**

It is each employee's commitment to uphold these core values while representing the City of Arkansas City in carrying out municipal duties as public servants. These values should form the basis for interactions with the general public, with other agencies and with each other.

#### *Mission*

The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.

#### *Statement of Organizational Values*

- We value Professional Ethics, which includes:
  - Honesty
  - Compassion
  - Fairness
  - Confidentiality
  - Reliability
  - Stewardship of resources
  - Respectfulness
  - Non-discriminatory behavior
  - Professionalism & personal courtesy

We value *Commitment to Citizens through Customer Service*, which includes:

- Courteous interaction with the public
- Pride & ownership
- Programs that address citizen needs
- A sense of urgency and responsiveness
- A service-oriented approach to patrons
- Listening as well as hearing

We value *Commitment to Excellence*, which includes:

- An ability to see the big picture
- A sense of pride
- A commitment to employee knowledge
- Employee professionalism
- Accountability

- Teamwork
- Protection of health, safety & public welfare
- A willingness to embrace change
- A commitment to organizational goals
- Clear communication

#### **EDUCATION AND EXPERIENCE**

- High school diploma or acceptable equivalent required.
- Four years progressive experience in inspection, construction, engineering or related field preferred
- Any combination of the above at the discretion of the City Manager.

#### **CERTIFICATION(S) AND LICENSE(S)**

- Must possess a valid driver's license with a safe driving record as determined by the employer.
- Must obtain certification as a Residential Building Inspector within one year of date of hire.
- Must obtain certification as a Combination Inspector (additional trade specific certifications): One within one year of date of hire and two each subsequent year thereafter until the full Residential Combination Inspection Certification has been obtained. Maximum of three years of date of hire, strongly preferred

#### **PRE- EMPLOYMENT TESTING**

Components of the following pre-employment testing may be conducted and must be successfully completed by the employee:


- Criminal history background checks.
- Physical Capacity Profile – Level 2.
- Drug screen.
- Alcohol testing.

#### **WORK ENVIRONMENT AND CONDITIONS**

The work environment and conditions described here are encountered in performing the essential functions of this position. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

#### **ESSENTIAL PHYSICAL FUNCTIONS**

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. Must meet Level 2 in Department of Labor's Dictionary of Titles – Light Work exerting up to 20 pounds of force



occasionally, an/or up to 10 pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls. Involves walking, sitting, standing, climbing, stooping, crawling, kneeling, and stretching as required. May also require long periods of looking overhead.

**BENEFITS & APPLICATION INSTRUCTIONS**

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