

NOTICE OF JOB OPENING

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Posting Begins	July 14, 2022	Posting Ends	August 10, 2022
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Position Title	MANAGER
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Department	NRC	Division	Building Inspections
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	4953 State Ave Kansas City, KS 66102
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BRIEF JOB DESCRIPTION: Incumbent is responsible for managing Building Inspection Services and staff. Duties include: evaluating employee performance; interpreting codes and regulations; providing direction and guidance to staff; coordinating plan review; conducting back-up plan reviews and chairing related meetings. Supervising field inspections and plan reviews; delegating tasks; providing direction and guidance; and evaluating employee performance. establishing office policy; interpreting and enforcing codes and regulations; and coordinating plan reviews. Reviews commercial, industrial, and residential construction plans and specifications for compliance with codes, which includes rendering code compliance decisions on construction projects, and approving building permit applications. Confer with architects, engineers, contractors, and general public regarding code requirements and provide technical information. Prepares and administers the division budget which includes: estimating expenditures on materials, personnel, and other necessary items and monitoring expenditures. Works with other NRC Divisions and UG departments to solve problems within our community/neighborhoods. Coordinates and oversees efforts to implement new technology and applications into their processes and making sure staff has adequate training and knowledge. To continue to look at new products, processes, programs, etc. in the industry, that could help staff and functions of the Division to be efficient, effective and more customer friendly. Provide advice and assistance to office and field staff regarding code interpretations. Assure consistency in interpretation of codes among staff members. Participate or oversee staff that participates in the Development Review Committee Meetings and Process for Development projects. This position also oversees the Rental Licensing Inspection Program.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and five years of progressively responsible administrative experience in a public agency; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$5,167.07-\$7,165.60/mo.	PI #	3675	Class. Code	0402
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EXT 07/27/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
EOE