



City of Linn Valley
22412 E. 2400 Road
Linn Valley, KS 66040
(913) 757-2926

City of Linn Valley Codes Enforcement Officer and Building Inspector

Position Description: The Codes Enforcement Officer/Building Inspector in the City of Linn Valley is responsible for performing a variety of activities to facilitate administering and compliance of approved building, plumbing, electrical, and fire safety codes with the City's Zoning and General Codes of Ordinance. The position requires extensive field observations, working with the public and the ability to exercise initiative and discretion in enforcing compliance with zoning and codes violations. The Codes Enforcement Officer/Building Inspection consults with the Mayor and City Council on issues of policy and planning; however, works independently in conduction technical operations.

Reports to: Reporting to the Mayor and provides monthly reports to the City Council.

Codes Enforcement-Major Areas of Responsibility:

- Enforce city codes relating to Zoning, nuisance abatement, dangerous structures, property maintenance, and other codes similar in nature as adopted by the City Council of Linn Valley.
- Work with the public, to educate and assist as much as possible to ensure compliance with city zoning and ordinance.
- Patrols the city and issues citations as needed and assists in serving the courts legal process, pertaining to the enforcement of these codes.
- Serves as a liaison for the department to the community and offers testimony in Municipal Court regarding ordinance enforcement activities.

Building Inspector-Major Area of Responsibility:

- Reviews and approves building permits.
- Conducts building inspections in accordance with City Ordinance and International Codes.
- Ensure accurate record keeping in partnership with the City Codes Clerk.

Knowledge: Have or obtain a comprehensive knowledge of the City of Linn Valley Zoning and Ordinances. Strong knowledge of federal, state, and local laws and ordinances.

Communication: Ability to provide education to the community to mitigate non-compliance with city zoning and ordinance through verbal and written communication.

Reporting: Provide reports as defined by the City Council that are timely and relevant to compliance.

Job Requirements:

- Ability to read and interpret all relevant ordinances. Excellent oral and written communication skills and the ability to interact with the public.
- Working knowledge of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code and National Electrical Code.
- Woking knowledge of current construction methods, materials, tools and equipment.
- Basic computer skills, including Outlook and MS 365.
- Must possess and maintain a valid driver's license.
- Must successfully pass a background check and drug screening.
- Physically able to lift 50 pounds, ability to climb a ladder, or crawl into a tight space when needed.

Preferred: Associate degree with course work in engineering or architecture. Will consider with five years of experience in a related occupation, or a building code certification.