

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Building Inspector I                      GR: 106    FLSA: Non-Exempt                      DATE: 06/14/2023  
DEPARTMENT: Development Services                      DIVISION: N/A  
REPORTS TO: Building Official                      APPROVED: \_\_\_\_\_                      JOB CODE: 7073

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**GENERAL DESCRIPTION:**

Under general direction, performs inspection work enforcing compliance with building codes and ordinances. Works within prescribed standards and procedures, with some leeway for discretion and independent action.

**TYPICAL DUTIES:**

- Reviews plans and building applications for residential and commercial improvements for compliance with building and zoning codes and ordinances
- Provides information to contractors, architects, developers and the general public over the counter and by phone; receives complaints of building code and ordinance violations and investigates or passes on to appropriate individual for follow-up investigation
- Inspects job site for compliance with building, electrical, plumbing, mechanical and related codes during the process of construction from beginning to completion of work; checks soil conditions for stability of footings; confirms life safety requirement compliance; recommends action which will result in compliance
- Files copies of inspection reports issued for future reference as construction progresses; initiates routine operation and unit records
- Works with fire department and performs special investigations including but not limited to fire damage, unsafe buildings and structures, and buildings proposed to be moved; works with other inspectors on final inspections and sanitarians in health features of construction
- Logs and uploads review comments into the City's approved project tracking management system; coordinates review with other staff and City departments as needed; retrieves information on existing construction projects; coordinates with other departments on plan review comments; meets as required for plan changes discussion; requires revisions to plans prior to building permit issuance; ensures all revision submittals continue to meet requirements
- Processes applications and other permit submittals in a timely manner, according to the City's and Department's rules on submittals, performance, project and permit vesting.
- Performs overtime as needed and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. plus two (2) years of building construction trade or inspection experience which may include plan review and interpretation.
- General knowledge of building and fire codes required.
- International Code Council (ICC) or similar certification desired.
- Must possess a valid Kansas driver's license.

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Efficiently and effectively review building plans and permit applications. (Daily)

Use of the computer and tablet for inspection documentation, plan review, email communication, and creating letters. (Daily)

Understand, interpret and communicate code requirements thoroughly and accurately. (Daily)

Inspect construction in progress at job site for compliance with building and other related codes. (Daily)

Efficiently and effectively handle complaints received. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Climbing/Balancing:** Climb ladders and inclines, uneven surfaces, balance required.

**Walking:** Extensive amount required.

**Stooping/Bending:** Frequently.

**Stand/Sit:** Sit about 50 percent of the time.

**Reaching:** Frequent, overhead as well as horizontal.

**Vision:** Adequate to perform essential job functions.

**Color Vision:** Adequate to perform essential job functions.

**Hearing:** Adequate to perform essential job functions.

**Speech:** Frequently express ideas and be understood.

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability.

**Manual Dexterity:** Frequently operates equipment and tools requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside and outside.

**Cold/Heat:** Adverse weather conditions possible.

**Wet/Dry:** Adverse weather conditions possible.

**Noise/Vibrations:** Minimal exposure to construction and machinery noise.

**Hazards:** Minimal exposure.

**Fumes/Dust/Odors:** Minimal exposure.

**Infectious Diseases:** Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to communicate effectively, both orally and in writing.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to understand and apply mathematical concepts accurately.

Ability to work under some stressful conditions and meet deadlines.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, portable radio, tablet, tape measure, telephone, testing equipment, and vehicle.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Building Inspector II                      GR: 107                      FLSA: Non-Exempt                      DATE: 06/02/2026  
DEPARTMENT: Development Services                      DIVISION: Building Services  
REPORTS TO: Building Official                      APPROVED: \_\_\_\_\_                      JOB CODE: 7077

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**GENERAL DESCRIPTION:**

Under general direction, performs inspection work enforcing compliance with adopted building codes and ordinances. Works within prescribed standards and procedures, with some leeway for discretion and independent action.

**TYPICAL DUTIES:**

- Reviews plans and building applications for residential and commercial improvements for compliance with building and zoning codes and ordinances
- Provides information to contractors, architects, developers and the general public over the counter and by phone; receives complaints of building code and ordinance violations and investigates or passes on to appropriate individual for follow-up investigation
- Inspects job site for compliance with building, electrical, plumbing, mechanical and related codes during the process of construction from beginning to completion of work; checks soil conditions for stability of footings; confirms life safety requirement compliance; recommends action which will result in compliance
- Files copies of inspection reports issued for future reference as construction progresses; initiates routine operation and unit records
- Works with fire department and performs special investigations including but not limited to fire damage, unsafe buildings and structures, and buildings proposed to be moved; works with other inspectors on final inspections and sanitarians in health features of construction
- Logs and uploads review comments into the City's approved project tracking management system; coordinates review with other staff and City departments as needed; retrieves information on existing construction projects; coordinates with other departments on plan review comments; meets as required for plan changes discussion; requires revisions to plans prior to building permit issuance; ensures all revision submittals continue to meet requirements
- Processes applications and other permit submittals in a timely manner, according to the City's and Department's rules on submittals, performance, project and permit vesting.
- Performs overtime as needed and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to the following:

- Either:
  - High school diploma or G.E.D. plus a minimum of three (3) years building construction trade or inspection experience which may include plan review and interpretation; or
  - Bachelor's degree in Construction Science.
- General knowledge of building and fire codes required.
- Journeyman or master in skill trade required.
- Must possess a valid Kansas driver's license.
- One (1) International Code Council (ICC) or similar certification desired.

**RESIDENCY REQUIREMENTS:**

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)  
Efficiently and effectively review building plans and permit applications. (Daily)  
Use of the computer and tablet for inspection documentation, plan review, email communication, and creating letters. (Daily)  
Understand, interpret and communicate code requirements thoroughly and accurately. (Daily)  
Inspect construction in progress at job site for compliance with building and other related codes. (Daily)  
Efficiently and effectively handle complaints received. (Daily)  
Prepare, organize and file records, reports and other documents. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.  
**Climbing/Balancing:** Climb ladders and inclines, uneven surfaces, balance required.  
**Walking:** Extensive amount required.  
**Stooping/Bending:** Frequently.  
**Stand/Sit:** Sit about 50 percent of the time.  
**Reaching:** Frequent, overhead as well as horizontal.  
**Vision:** Adequate to perform essential job functions.  
**Color Vision:** Adequate to perform essential job functions.  
**Hearing:** Adequate to perform essential job functions.  
**Speech:** Frequently express ideas and be understood.  
**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability.  
**Manual Dexterity:** Frequently operates equipment and tools requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside and outside.  
**Cold/Heat:** Adverse weather conditions possible.  
**Wet/Dry:** Adverse weather conditions possible.  
**Noise/Vibrations:** Minimal exposure to construction and machinery noise.  
**Hazards:** Minimal exposure.  
**Fumes/Dust/Odors:** Minimal exposure.  
**Infectious Diseases:** Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.  
Ability to communicate effectively, both orally and in writing.  
Ability to listen and apply information and instructions.  
Ability to organize files and effectively retrieve data.  
Ability to understand and apply mathematical concepts accurately.  
Ability to work under some stressful conditions and meet deadlines.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer/tablet, tape measure, testing equipment, and vehicle.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Building Inspector III                      GR: 110    FLSA: Non-Exempt                      DATE: 06/02/2026  
DEPARTMENT: Development Services                      DIVISION: Building Services  
REPORTS TO: Building Official                      APPROVED: \_\_\_\_\_                      JOB CODE: 7008

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**GENERAL DESCRIPTION:**

Under general direction, performs inspection work enforcing compliance with adopted building codes and ordinances. Works within prescribed standards and procedures, with some leeway for discretion and independent action.

**TYPICAL DUTIES:**

- Reviews plans and building applications for residential and commercial improvements for compliance with building and zoning codes and ordinances
- Provides information to contractors, architects, developers and the general public over the counter and by phone; receives complaints of building code and ordinance violations and investigates or passes on to appropriate individuals for follow-up investigation
- Inspects job site for compliance with building, electrical, plumbing and related codes during the process of construction from beginning to completion of work; checks soil conditions for stability of footings; confirms life safety requirement compliance; recommends action which will result in compliance
- Files copies of inspection reports issued for future reference as construction progresses; initiates routine operation and unit records
- Works with fire department and performs special investigations, including but not limited to fire damage, unsafe buildings and structures, and buildings proposed to be moved; works with other inspectors on final inspections and sanitarians in health features of construction
- Logs and uploads review comments into the City's approved project tracking management system; coordinates review with other staff and City departments as needed; retrieves information on existing construction projects; coordinates with other departments on plan review comments; meets as required for plan changes discussion; requires revisions to plans prior to building permit issuance; ensures all revision submittals continue to meet requirements
- Processes applications and other permit submittals in a timely manner, according to the City's and Department's rules on submittals, performance, project and permit vesting
- Performs overtime as required; and provides other duties as assigned

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Any combination of education and experience equivalent to the following:
- Either:
    - High school diploma or G.E.D. plus five (5) years in building construction trade or inspection experience which may include plan review and interpretation; or
    - Bachelor's degree in Construction Science plus a minimum of three (3) years in building construction trade or inspection experience which may include plan review and interpretation.
  - General knowledge of building and fire codes required with one (1) certification through International Code Council (ICC) or similar certification as a building, plumbing, mechanical or electrical inspector.
  - Combination of commercial inspector certifications through ICC.
  - ICC certification may be obtained in the first six (6) months of employment when approved by the Building Official.
  - Master plumbing, mechanical or electrical license based on ICC certification.
  - Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)  
Efficiently and effectively review building plans and permit applications. (Daily)  
Use of the computer and tablet for inspection documentation and email communication. (Daily)  
Understand, interpret and communicate code requirements thoroughly and accurately. (Daily)  
Inspect construction in progress at job site for compliance with building and other related codes. (Daily)  
Efficiently and effectively handle complaints received. (Daily)  
Prepare, organize and file records, reports and other documents. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Climbing/Balancing:** Climb ladders and inclines, uneven surfaces, balance required.

**Walking:** Extensive amount required.

**Stooping/Bending:** Frequently.

**Stand/Sit:** Sit about 50 percent of the time.

**Reaching:** Frequent, overhead as well as horizontal.

**Vision:** Adequate to perform essential job functions.

**Color Vision:** Adequate to perform essential job functions.

**Hearing:** Adequate to perform essential job functions.

**Speech:** Frequently express ideas and be understood.

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability.

**Manual Dexterity:** Frequently operates equipment and tools requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside and outside.

**Cold/Heat:** Adverse weather conditions possible.

**Wet/Dry:** Adverse weather conditions possible.

**Noise/Vibrations:** Minimal exposure to construction and machinery noise.

**Hazards:** Minimal exposure.

**Fumes/Dust/Odors:** Minimal exposure.

**Infectious Diseases:** Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to communicate effectively, both orally and in writing.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to understand and apply mathematical concepts accurately.

Ability to meet deadlines and work under some stressful conditions.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, tablet, tape measure, portable radio, testing equipment, telephone, and vehicle.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.