

# WE'RE HIRING

## POSITION: BUILDING OFFICIAL



### JOIN OUR TEAM!

The City of Salina is seeking an experienced and collaborative leader to serve as our next Building Official in the high-impact, mission-driven Community Development Department. This is a pivotal leadership role for someone who can guide our Building Inspection and Property Maintenance teams, ensure the safety and quality of our built environment, and actively contribute to the department's strategic vision.

As Building Official, you'll oversee inspections, property maintenance enforcement, and application of building codes and regulations to ensure compliance and safety in construction and development. You'll mentor staff, and work closely with contractors, property owners, and stakeholders to promote collaboration and problem-solving. You'll also be a key member of the department's leadership team—helping shape policies, streamline processes, and align division goals with the City's broader mission and vision. This role is ideal for a leader who can balance technical expertise with people-focused management and is motivated to help shape Salina's future.

### A LITTLE ABOUT SALINA...

Salina, Kansas is a thriving regional hub at the crossroads of I-70 and I-135, offering all the advantages of a mid-sized city with the energy and opportunity of a growing metro. The city is in the midst of a powerful transformation, driven by a diverse economy, strategic investment, and a bold commitment to enhancing quality of life.

From 2020 to 2021, **Saline County experienced the highest percentage of economic growth in Kansas—a 12.4% increase in GDP**—thanks to over **\$3 billion in private investment** from companies like **Great Plains-Kubota** and **Schwan's Company**, adding **\$341 million** to the local economy. And that momentum is continuing. Salina's strong public-private partnerships, proactive planning, and ongoing housing and infrastructure investments position the city for **sustained growth and long-term opportunity**.

One of the most visible signs of Salina's progress is its revitalized downtown, a vibrant destination brought to life through strategic leadership, strong community involvement, and significant private investment. Since 2020, Salina has reimagined its downtown with improved pedestrian walkways, new dining and retail establishments, entertainment venues, residential units, and modern hotel accommodations.

Key catalyst projects — such as the Salina Fieldhouse, Homewood Suites hotel, The Alley entertainment complex, and The Garage — have helped make downtown a true regional destination for culture, commerce, and connection.

Whether you're drawn by the career opportunities, the community spirit, or the chance to shape a city on the rise, Salina is a place where you can do meaningful work and enjoy a high quality of life in return.



## WHY WORK WITH US...

Our mission is simple but powerful: **We support opportunities, address community challenges, and enhance quality of life through hands-on engagement and responsive local services.**

We live by our motto—**Keep doing the next right thing**—and ground our work in the values of **Candor, Character, and Synergy**. Our department fosters a culture where every employee feels **valued, safe, and empowered**. Through that culture, we're able to serve our community as a trusted, collaborative force for progress.



***We're also fun!***

## WHAT WE'VE RECENTLY ACCOMPLISHED:

- Digitized all permitting and licensing workflows with the GovBuilt platform and scanned over 4,000 records into Laserfiche for greater transparency and access.
- Secured **\$999,999** in Federal Home Loan Bank funding and **\$300,000** in CDBG funds for housing rehab in 2024–25.
- Created **two RHID districts** and received **two MIH grants**, supporting over 250 new owner-occupied housing units.
- Helped the City secure **\$25 million** in ARPA funds for 500 new market-rate apartments—the second-largest single ARPA allocation in Kansas.
- Revised and **streamlined** the City's special event process, implemented a reservation system, and formalized application guidelines and fee structures.



## ABOUT THE DEPARTMENT:

We're a 24-person department led by a seasoned Director with over 20 years of experience. Our work spans **building services, property maintenance, planning and zoning, housing development and incentives, civil rights enforcement, and administrative support**. We manage seven boards and commissions, including the Building Advisory Board.

We're also known for having **one of the fastest permitting processes in the state**—with commercial and residential building permits issued in 10 days. Our **Development Review Team (DRT)** meets weekly to support developers through free consultations and collaborative project feedback. We also coordinate the City's special event process, partnering with nine departments to support community-wide events.





## WHAT'S AHEAD:

There's never been a more exciting time to join our team. We're gearing up for several transformative projects:

1. **Adoption of a new version of building codes**
2. **A full update to the City's Comprehensive Plan & a rewrite of the Zoning Code**
3. **Implementation of Phase II (2026–2030) of the Live Salina Housing Plan**
4. **Creation of a Homelessness Report and Strategic Plan**

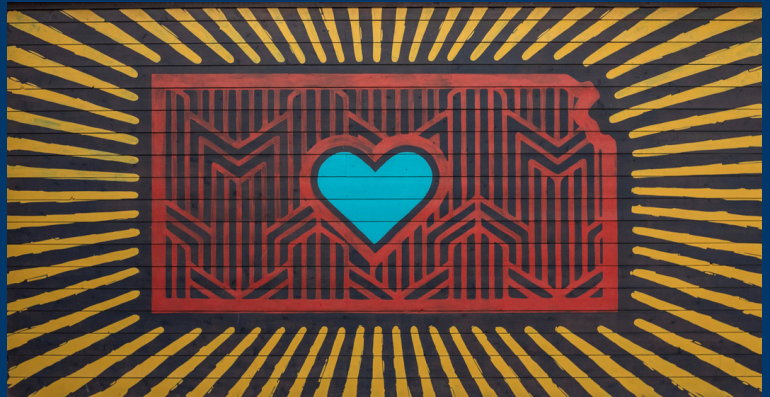
You'll be on the front lines of these efforts, helping to guide community conversations and ensure regulations and plans align with Salina's future vision.

***If you're ready to bring your building & code enforcement expertise to a high-performing, mission-driven team—and you want your work to truly make a difference—apply today and help us keep doing the next right thing.***

## COMPENSATION AND BENEFITS

SALARY RANGE: UP TO \$130,016

COMPETITIVE VACATION LEAVE ACCRUALS  
PAID SICK LEAVE ACCRUALS  
12 PAID HOLIDAYS + PERSONAL DAY  
TRAVEL & TRAINING BUDGET  
HEALTH INSURANCE | LIFE INSURANCE  
DENTAL INSURANCE | VISION INSURANCE  
KPRS EMPLOYER | SAVINGS PLAN  
LONGEVITY PAY | CAFETERIA PLAN  
PHONE & VEHICLE STIPEND



## CONTACT INFORMATION:

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785-309-5715

APPLY AT: [HTTPS://JOBS.SALINA-KS.GOV/](https://jobs.salina-ks.gov/)

## LEARN MORE ABOUT US:

[IMAGINE SALINA](#)

[ADOPTED COMPREHENSIVE PLAN](#)

[2016 LIVE SALINA PLAN](#) | [2022 SUPPLEMENT](#)

[DEPARTMENT WEBSITE](#)

[CITY WEBSITE](#)

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

**CLASS TITLE:** Building Official    **GR:** 118    **FLSA:** EX    **DATE:** 11/17/2022  
**DEPARTMENT:** Development Services    **DIVISION:** Building Services  
**REPORTS TO:** Dir of Comm & Dev Serv    **APPROVED:** \_\_\_\_\_ **JOB CODE:** 4005

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**GENERAL DESCRIPTION:**

Under general supervision of the Community & Development Services Director, the Building Official plans, organizes and performs supervisory and administrative duties of the Building Services Division. Coordinates skilled inspections of all phases of building construction to assure compliance with plumbing, mechanical, electrical, residential and commercial building codes and zoning ordinances. Work varies requiring complex interpretive judgment within prescribed standards and procedures.

**TYPICAL DUTIES:**

- Oversees inspection of buildings and similar structures; reviews plans for code compliance and in accordance with approved plans and specifications; reviews and issues building, mechanical, plumbing, electrical, demolition contractor registration/licenses
- Enforces property maintenance codes; oversees inspections of existing buildings to determine hazardous conditions, structural failures or need for maintenance or repair; drafts amendments to building codes and assists with updates via presentation to the Building Advisory Board and City Commissioners
- Manages inspection activities in the Building Services Division as outlined in the Salina Municipal Code; assists in the preparation, development and administration of division goals, objectives, policies, and procedures for assigned programs that meets or exceeds the accreditation goals of the division; continuously monitors and evaluates Department adherence to the efficiency and effectiveness of Commitment to Customer Service Quality and City Values
- Selects, trains, motivates and evaluates division staff; provides or coordinates staff training and works with staff to correct deficiencies through a timely, accurate and thorough performance review process; monitors inspection staff work load
- Provides training opportunities to inspectors and contractors; meets with and provides code interpretation for building inspectors, property owners, contractors, and design professionals
- Advises design professionals, builders, owners of minimum construction standards that conform within adopted building requirements; interacts regularly with contractors, design professionals and developers in order to maintain dialogue regarding local construction practices, department policies and procedures, and locally adopted codes and amendments; prepares Development Review Team reviews and reports
- Establishes a system to ensure consistency with the division staff members in code interpretations; resolves code interpretation discrepancies between staff and the building community; assists design professionals and customers in resolving code conflicts including provide acceptable alternative solutions
- Researches and prepares reports; assists in annual budget preparation and ensures financial compliance
- Works varied schedule as needed and performs other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

Trains and supervises the Assistant Building Official, Residential and Commercial Plan Reviewers, Building Inspectors, Code Enforcement Officers, and/or other appropriately assigned staff.

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

- High school diploma, GED or equivalent.
- Five years of experience in building trades or building inspection with two years supervisory or lead experience.
- Multi-level certifications in commercial and residential inspections including plumbing, electric, and mechanical inspections.
- Valid Kansas driver's license.
- Possession of International Code Council (ICC) Certified Building Official certification within 36 months of employment.

**Preferred:**

- Bachelor's degree in construction sciences, architecture, or related fields of study

**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:**

Ability to develop new processes, update existing process documents, implement process changes, test/verify process changes, ensuring department readiness by developing appropriate training and communication plans. (Daily)

Demonstrate strong project management skills including ability to meet deadlines, define, measure and evaluate results. (Daily)

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

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

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

Use of the computer for plan review programs, email communication and to process letters and reports. (Daily)

Strong leadership skills with the ability to give direction and establish measurable goals. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Demonstrate relationship building skills, have a comfortable public presence and be able to convey multiple departments, agencies, and community interests. (Daily)

Demonstrates the ability to produce technical reports and other correspondence. (Daily)

Maintain and improve knowledge of office procedures, city operations and policies. (Daily)

Exercise sound judgment in decisions and interpretations. (Daily)

Efficiently and effectively handle complaints received. (Daily)

Develop alternative methods to resolve code conflicts. (Daily)

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

**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 listen to and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to meet deadlines and work in stressful situations.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to understand and apply mathematical concepts accurately.

**TOOLS, EQUIPMENT AND WORK AIDS USED:**

Computer, calculator, tablet, vehicle, phone, tape measure, scaled rulers, and testing equipment.

**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.