



Franklin
COUNTY KANSAS
EST. 1855

Franklin County, Kansas Job Description

Title: Building Inspector	Grade: 20
Reports To: Director of Planning & Building	FLSA: Non-Exempt
Department: Building & Planning	Modified Date: 2/2026

JOB SUMMARY:

Under the supervision of the Planning Director, the Building Inspector is responsible for enforcing all codes related to building construction, structural installation and demolition as adopted by the Board of County Commissioners in the unincorporated areas of the County. Inspections performed will be under the IRC and IBC adopted codes. The county will provide the required training to obtain and maintain the required ICC certifications.

ESSENTIAL FUNCTIONS:

- Review and approval of all building plans.
- Inspects all phases of commercial and residential construction processes including re-inspections throughout the unincorporated areas of the County.
- Maintains and records all database entries including new construction, accessory structures, residential additions and commercial building inspections and updates the contractor listing.
- Maintains and records all new addresses and address changes in the unincorporated areas of Franklin County as assigned by the Planning Director.
- Issues, maintains and records all building permits
- Enforces all building and applicable zoning regulations.
- Assists applicants with preparation of building permits for future construction.
- Acts as resource to other Building Inspectors providing advice and/or assistance with troubleshooting as needed.
- Explains and interprets building specifications to contractors and other interested parties.
- Prepares and maintains technical records and reports.
- Upon request, appears before the County Commission regarding enforcement of Building Codes and Building Permits.
- Works with advisory boards and the Planning Commission on Building Code matters.
- Represents the County at court hearings regarding building code violators.
- Recommends any modifications of the Building codes

- Advises the County Commissioners on the adoption of any new Codes prepared by the International Building Codes Commission.

SECONDARY FUNCTIONS:

- Performs other related duties as required.

SUPERVISORY FUNCTIONS:

- None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE:

- Knowledge of general policies related to the department, special assignments and related matters.
- Knowledge of civil engineering practices, codes and regulations governing building construction in the County.
- Knowledge of methods and materials involved in building construction and standard building testing devices.
- Knowledge of the construction industry, primarily residential construction practices and procedures.
- Knowledge of personal computers and skills using Microsoft applications for building permit data base.

SKILLS:

- Skill in data entry for entering data into permit data base.
- Skill in the inspection of building construction and structural installations;
- Skill in the interpretation engineering practices, codes and regulations governing building construction.

ABILITY:

- Ability to read and interpret blueprints, schematics, etc. for proper code enforcement.
- Ability to conduct inspections.
- Ability to read and interpret plans, laws and regulations.
- Ability to diagnose defects and hazards in old and new building construction, and enforce specifications and regulations firmly, tactfully and impartially.
- Ability to communicate effectively both orally and in writing.
- Ability to follow oral and written instructions.
- Ability to make work decisions in accordance with departmental policies and county regulations.

- Ability to establish and maintain effective working relationships with the public, contractors and with county employees.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- B1 Residential Building Inspector
- B2 Commercial Building Inspector
- Valid class C Kansas driver's license required.

REQUIRED EDUCATION/OR EXPERIENCE:

- Graduation from High School or the equivalent.
- Shall secure and or maintain B1 and B2 Certifications
- Experience in the construction industry.
- Experience related to building inspection and code enforcement.
- Any combination of job related experience and/or training which would produce the required knowledge, skills and abilities.

PHYSICAL CONDITIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear;
- The employee is frequently required to sit and use hands to finger, handle, or feel;
- The employee is occasionally required to stand; walk; reach with hands and arms;
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and explosives.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. These are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.