

Position Title: Assistant Building Administrator  
Division: Building Dept.  
Supervisor: Associate Director, Building Dept.

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**Purpose of Position:** The Assistant Building Administrator position is best suited for an adaptable person who can bridge the gap between field inspector and office staff. The goal is to assist the Building Department staff as affectively as possible on any given day depending on circumstances. Eventually, with experience and training, the Assistant Building Administrator would ascend to Chief Plan Reviewer.

**Hours:** 8:00 to 4:30, M–F. Primarily in office, Field inspections as needed. 1 hour for lunch and two 15 minute breaks per day.

**Salary:** Starting [high \$30s to low \$40s], depending on experience. \$1,500 raise for each Building Certification achieved. Up to 3.

**Essential Duties and Responsibilities:** The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Answer customer questions via phone calls, walk-ins and emails about: building code, mechanical code, zoning, plan review and flood plain.
- Assist customers applying for permits.
- Meet customers on site for information gathering and initial walk-throughs acting as a field liaison for the Building Administrator and Chief Plan Reviewer.
- Shadow the Chief Plan Reviewer to learn the process.
- Shadow the Field Inspectors and occasionally perform field inspections when needed.
- Operate a motor vehicle, use hands to move/lift up to 30 pounds, sit, stand, walk, crouch, kneel, and work in outside weather conditions.

**Minimum Training and Experience:**

- Must pass 8 computer based Building Inspector Exams. (50 questions in 2 hours, open book, multiple choice.)
- Must obtain Certifications from the Commonwealth of Kentucky as a Residential/Commercial Building Inspector & Plan Reviewer.
- Basic construction knowledge, practices and terminology including reading and interpreting blueprints.
- Computer literate, database, email, handheld devices (tablet)
- Valid driver's license.
- Excellent communication, customer service and time management skills. Self-motivated & organized.

**Benefits:**

- Participation in the County Employee Retirement System.
- Paid Health Insurance for Employee only.
- 1 vacation day and 1 sick day per month accumulated monthly.
- 10 paid holidays per year.
- \$13/month paid toward your personal cell phone.
- Company Vehicle and Gas Card. (not a take home vehicle)

**Contact the OMPC with inquiries.**

Matthew Warren	Associate Director	<a href="mailto:warrenmv@owensboro.org">warrenmv@owensboro.org</a>	270-687-8661
John Pickrell	Chief Inspector	<a href="mailto:pickrelljm@owensboro.org">pickrelljm@owensboro.org</a>	270-687-8665

270-687-8650

Applications are available online at <http://www.iompc.org/wp-content/uploads/2014/05/f031-Application-for-Employment.pdf>. Submit completed applications to Director Brian Howard of the OMPC.