

TOWN OF MCCORDSVILLE

Job Description

Title: Building Inspector

Department: Planning & Building

Supervisor: Director of Planning & Building

Status: Full-time, exempt

Purpose of Position: To perform building inspections on residential and commercial buildings. This successful applicant will need to be a capable building inspector with the ability to think on his/her feet, show sound decision making and critical thinking, and interpret codes. This position will also need to perform all other related duties, such as, but not limited to, answering questions from the public and petitioners, investigate complaints, draft code updates, write reports, and maintain knowledge of the ever changing building code. Occasionally this position may need to attend night meetings.

Duties and Responsibilities:

- Perform physical inspections of construction sites to determine if structure(s) are built to comply with the applicable codes
- Reviews permits for code compliance
- Issues permits and Certificate of Occupancies
- Advises petitioners on building code questions and issues
- Advises petitioners on acceptable resolution of violations
- Issues stop work orders in the event of a serious code or safety violation
- Keeps up with training and certificate maintenance
- Seeks to gain more knowledge and further education
- Schedules meetings with petitioners and the public
- Answers routine procedural inquiries from the general public and applicants regarding permitting, inspection procedures, and code questions
- Enforces the Town's unsafe building ordinance
- Manages/directs the Town's permit review and inspection processes and procedures
- Other duties assigned by the Director of Planning & Building

Key Performance Measures:

- Greets people in a professional manner and provides positive customer service to stakeholders
- Explains rules and regulations in a user friendly manner
- Follows local ordinances and adheres to state and federal statutes
- Ensures compliance with all departmental policies and procedures
- Ensures all reports are compiled and reported in a timely manner

Pay is \$50,000 annually, enrollment in the Public Employees' Retirement Fund, Health and Life Insurance, paid vacation and sick time and 12 holidays a year. Standard office hours are M-F, 8:00 a.m. to 4:00 p.m. The Town of McCordsville is an Equal Opportunity Employer. MINIMUM OF 3 YEARS EXPERIENCE AS A BUILDING INSPECTOR OR SIMILAR FIELD IS REQUIRED. MUST HAVE RESIDENTIAL BUILDING INSPECTOR AND COMMERCIAL BUILDING INSPECTOR CERTIFICATIONS. ADDITIONAL CERTIFICATIONS PREFERRED.

Send resumes to Ryan Crum at rcrum@mccordsville.org by January 6, 2017. *No phone calls please.*