

TOWN OF MCCORDSVILLE

Job Description

Title: Building Inspector

Department: Planning & Building

Supervisor: Director of Planning & Building

Status: Full-time

Compensation: \$50,000 (or DOQ)

Enrollment in PERF (Town pays employee contribution)

Enrollment in Health & Life Insurance (Town pays employee premium)

Paid vacation and sick time

12 paid holidays per year

Purpose of Position: This position performs inspections for all buildings to ensure compliance with codes and ordinance of the Town of McCordsville.

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
- Keeps up with training and certificate maintenance
- 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
- Greets people in a professional manner and provides positive customer service to stakeholders
- Ensures compliance with all departmental policies and procedures
- Other duties assigned by the Director of Planning & Building

Qualifications: Minimum of 2 years of experience as a building inspector, construction manager, or similar field is required. Residential and commercial building inspector certifications are preferred. Fire inspector certifications are also considered a benefit to the position.

The Town of McCordsville is an Equal Opportunity Employer. Applications accepted until June 1, 2017. Send resumes to Ryan Crum at rcrum@mccordsville.org. No phone calls please.