JOB OPENING

City of Auburn

Building Inspector

Building, Planning & Development Department

The City of Auburn Building, Planning & Development Department is seeking a hard-working, self-motivated individual to join our team as a full time Building Inspector. The candidate is responsible for reviewing plans and conducting inspections on Class 1 and Class 2 structures, performing administrative tasks related to building permits and inspections, and providing professional code compliance guidance to assist the general public, construction industry professionals and government agencies. The ideal candidate should have a strong work ethic, excellent problem-solving skills, be motivated to serve others, and enjoy working in a fast-paced environment.

Essential Duties/Responsibilities/Work Relationships/Qualifications

- Reviews plans and enforces the City of Auburn’s building regulations (Chapter 151 of the Auburn City Code) including but not limited to administrative, electrical, mechanical, plumbing, fire prevention, energy conservation, and structural regulations.
- Assists in the issuance of permits and maintenance of project records, including assessment of proposed development, compliance with municipal regulations, and maintenance of written records of plans, documents, inspections, violations and other project-related notes for each project.
- Conducts inspections of Class 1 and Class 2 structures throughout the construction process to determine compliance with the Building Code, to assist with investigations of building-related issues, to issue notices of code violations, and to determine occupancy of a structure.
- Provide guidance to the general public, construction industry professionals and government agencies about building codes, changes to codes, issuance of permits, licensing, inspections and occupancy of buildings.
- Serve as the department representative on the City’s Safety Committee.
- Perform general building maintenance at City Hall; changing light bulbs, small repairs, etc. and coordinate all other contracted building maintenance and repairs.
- Requires excellent verbal and written communication skills and a keen ability to listen, understand and explain what the customer needs to know.
- Must be able to professionally interact with outside vendors, customers and consultants.
- Preferred knowledge of Microsoft operating systems and ability to quickly learn all aspects of city operations.
- High School diploma or equivalent and experience in the building construction industry required; vocational certification/college degree in construction management, construction technology, or related field preferred.
- Possess a Valid Driver’s License with acceptable driving record.

Benefits

- Vacation pay, holiday pay, sick pay, health insurance, life insurance, flexible spending accounts, and City paid PERF annuity and retirement.
- $19 - $24 / hour depending upon experience.

Interested candidates can apply in person at City Hall at 210 E Ninth St., Auburn, IN 46706; or through our website www.ci.auburn.in.us/careers, resumes and applications can be emailed to humanresources@ci.auburn.in.us

Application Deadline: January 17, 2022

EOE / Drug Free Workplace / E-Verify