



## Position Description Town of Whiteland

Position title: MS4 Coordinator, Building Inspector, Code Violations & OSHA Safety Trainer  
Department: Planning & Zoning  
Work schedule: Monday - Friday, 8am – 5pm  
Date written: February 24, 2022  
Status: Full-time  
FLSA Status: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily and be productive. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Town of Whiteland provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or essential functions of the job unless the accommodation would cause an undue hardship.

The employee will serve as the MS4 Stormwater Coordinator, responsible for managing the storm water quality program to comply with state environmental requirements, including organizing public education and participation activities, performing erosion and sediment control plan review and inspection, and regulating discharges into the storm sewer system or natural bodies of water. The employee also serves as Building Inspector, Code Violation Enforcement responsible for reviewing and enforcing local building ordinances & OSHA Safety Trainer.

### Job Duties

#### MS4 Coordinator

- Coordinates the Town's compliance efforts of the NPDES Phase II Stormwater General Permit and Whiteland Stormwater Management Ordinance. Prepares and submits MS4 program documents for reporting to IDEM.
- Investigates complaints about stormwater runoff, develops corrective recommendations for identified problems, and notifies the appropriate person(s).
- Develops and maintains an inventory of the Town's drainage system and a master plan for capital improvements with recommendations to the Whiteland Storm Water Management Board.
- Performs site visits, water sampling and evaluation of pollutants and their source and sends corrective correspondence and/or conduct enforcement actions with non-compliant offenders and maintains reports & keep a log of such inspections.
- Implements Stormwater Management Ordinances and makes recommendations to the Storm Water Management Board.
- Acts as a liaison to the Town's stormwater consultants.
- Reviews and recommends updates to technical specifications and typical standards for all current regulations as related to stormwater management activities.
- Performs reviews of erosion control plans and performs on-site inspections of residential and commercial structures and land to ensure compliance with building code standards adopted by the State of Indiana and local ordinance relative to stormwater.
- Provides code and regulation information when requested by the general public, permit applications, agencies or other departments and coordinates review and inspection activities with other agencies or departments as needed.

- Coordinates with builders to ensure compliance with Rule 5 measures to control building site erosion and sedimentation problems.
- Coordinates with other departments regarding stormwater pollution prevention, for example the road salt program, and directs the street sweeping program.

### **Building Inspector, Code Violation Enforcement (as needed)**

- Inspects new and remodeled residential, commercial, industrial, and other structures for compliance with building codes and state and local regulations, including, but not limited to, inspecting footings, framing, heating and air conditioning, plumbing, electrical, insulation, as needed & keep a log of such inspections.
- Enforces current building code and maintains communication with other departments and utilities relating to structurally dangerous buildings.
- Receives and responds to correspondence from builders, contractors, and the public. Maintains various files. Periodically answers telephones and makes photo copies as needed.
- Prepares reports regarding permitting and construction activity.
- Ensures that the Town of Whiteland Code of Ordinances are followed within the Town limits.
- Conducts site visits and notifies property owners if Town code is shown to be non-compliant.
- Follows the proper protocol outlined in the Town Code on non-compliant properties.
- Completes detailed reports on any and all code enforcement issues.
- Works with the Town's Floodplain Administrator in managing regulatory floodplains within the Town.

### **OSHA Safety Coordinator**

- Conduct the required safety training as required by OSHA.

### **Other Duties**

- Perform other duties as assigned by Supervisor or the Town Manager.

### **Job Requirements**

High School Diploma or GED.

Minimum 2 years of experience in building inspection.

Thorough knowledge of and ability to make practical application of local and state building codes and zoning ordinances and working knowledge of building construction practices.

Thorough knowledge of and ability to make practical application of MS4 drainage regulations and requirements.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other Town departments, contractors, builders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to read and interpret detailed prints, blueprints, sketches, and specifications, and prepare detailed documents and reports as required.

Ability to plan and layout assigned work projects and work alone and with others in a team environment with minimum supervision.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally serve on 24-hour call and respond swiftly, rationally, and decisively to emergencies.

Must be willing to take periodic building code educational classes.

Must be willing to take MS4 training classes.

Possession and maintenance of a valid driver's license and demonstrated safe driving record.

### **Difficulty of Work**

The employee's work is broad in scope with many variables or considerations. The employee uses independent judgment in interpreting and applying various state and local codes to specific situations.

### **Responsibility**

The employee applies standardized state, local and department policies and procedures to individual cases for which desired results are clearly specified. The employee is authorized to address unprecedented situations in consultation with the Community Development Director, Town Manager or Storm Water Management Board. Work is periodically reviewed for technical accuracy and adherence to guidelines.

### **Personal Work Relationships**

The employee maintains frequent contact with co-workers, other Town departments, State and Federal officials, contractors, developers, builders, and the public for purposes of rendering services, including explaining and interpreting policies and procedures and enforcing codes and ordinances.

The employee reports directly to the Community Development Director.

### **Physical Effort and Work Environment**

The employee performs duties outdoors in the field and in a standard office environment, involving sitting/standing/walking for long periods, walking on uneven ground, close/far vision, color/depth perception, hearing sounds/communication, stooping/kneeling/crouching/crawling, and handling/grasping/fingering objects. The employee is periodically exposed to varying weather conditions and physical hazards normally associated with construction sites and driving.