TOWN OF FORTVILLE
Job Description

Title: Building Inspector / Code Enforcement Official

Supervisor: Planning & Building Director   **Effective Date**: January 1, 2023

Supervises: None

Status: Full Time, Hourly (Non-Exempt)

Purpose of Position:
    1) To perform plan review and inspections for new building construction and remodels.
    2) To perform Code Enforcement duties.

Duties and Responsibilities:
- Under the direction and supervision of the Planning & Building Director (Town Planner/Chief Building Official), the Building Inspector / Code Enforcement Official is responsible to ensure via inspections that all building construction and remodels meet minimum life safety standards and adheres to building codes and related codes (Plumbing, Electrical, Mechanical, etc.).
- Shall review plans for compliance with building codes and related codes (Plumbing, Electrical, Mechanical, etc.).
- Plan Review includes but is not limited to: New construction (Single-Family Residential, Multi-Family, Commercial, Industrial, Institutional), accessory buildings (garages, large sheds, etc.), remodels / Change of Use Permits, Electrical only permits, Sign permits (if electrical is included).
- Performs the typical following inspections: Footing, Underslab, Rough-In/MEP, Final.
- Responds to complaints from residents about property maintenance issues such as high grass and weeds, trash and debris, derelict vehicles, etc. under the Town Code and Zoning Ordinance as applicable. Inspect sites, photograph violations, send violation notices to property owners.
- Provides documentation of inspections and updates tracking software as needed.
- Works with the Office Manager as needed to complete some clerical tasks.
- Coordinates with Vernon Township Fire Inspector/Investigator and Planning & Building Director on final inspections.
- Approximate breakdown of job functions:
    - Building inspections – on job site (60% of time)

- o Plan review – in office (20% of time)
  - o Code Enforcement (20% of time)
- Inspector will have access to a town truck.
- Other duties as assigned.

Key Performance Measures:
- Ensure documentation is accurate and completed in a timely manner.
- Reasonable response time to inspection requests.
- Thorough inspection of sites.
- Engage people in a professional manner both verbally and in written communication.

Job Environment:
Incumbent performs the duties sometimes in an office environment but mostly in the field involving driving to/from work sites, sitting and walking at will, standing/walking over uneven terrain, bending at waist, close and far vision, and exposure to inclement, hot and cold weather conditions, traffic and normal hazards associated with construction sites. Safety precautions must be followed as necessary to avoid injury to self or others.

Recommended Minimum Qualifications:
Previous experience as a Building Inspector or Construction Foreman/Superintendent for a homebuilder or other private company. Must be knowledgeable of building code requirements. Minimum high school diploma and some trade school experience or completion. Must have professional certifications in residential and commercial inspections within one (1) year of employment.

ADA Compliance:
Physical Ability: Tasks require the ability to exert some physical effort in inspections including couching, crawling, or climbing. Office tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed with some adverse environmental conditions (hot and cold weather conditions).

The Town of Fortville Indiana is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.