



Job Title: Building Inspector

Department: Planning, Preservation and Design

Reports to: Director of Planning

Salary and Benefits:

Salary will be dependent upon qualifications. Health insurance, life insurance, PERF, holiday, vacation, personal and sick time.

Job Summary:

The Building Inspector for the Planning, Preservation & Design department will work directly with the Director of Planning and provide daily support for Planning Department functions. In addition, the Building Inspector will provide assistance with construction plans including review of plans, issuance of building permits, construction inspections, and preparing Certificate of Occupancies.

Duties/Responsibilities/Skills:

- Inspections and Plan Review
 - Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
 - Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable city, state, and federal construction codes, ordinances, rules, and regulations.
- Construction codes, ordinances, rules, or regulation review/guidance
 - Maintain files, records, and reports regarding inspection and plan check activities and findings.
 - Confer with and provide information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explain and interpret applicable codes, ordinances, and zoning.
- Serve as the city's primary Floodplain Manager and administer all floodplain development permits and ensure compliance with state and federal regulations.
- Code enforcement and Unsafe Determinations
 - Respond to citizen complaints and concerns; serve due process letters to violators as necessary.
 - Enforce Unsafe Building Law, Zoning Ordinance, and Historic District Ordinances.
- Policy – Research, Recommend & Articulate Policy changes
 - Develop a broad knowledge of current ordinances and policies.
 - Research, through a variety of sources (other cities, experts, state code, etc).
 - Suggest appropriate policy suggestions to Director of Planning & Mayor.
- Communication
 - Develop and maintain positive working relationships with City team members.
 - Use strong interpersonal skills in working with the public, contractors, etc. to be a positive representative of the city while maintaining the standards of code enforcement, nuisance complaints, blighted property solutions.
- Attend monthly meetings as directed by Director of Planning.
- Other duties as assigned by the Mayor or Director of Planning.



Required Skills/Abilities:

- Knowledge of:
 - Building-related codes and ordinances enforced by the City, including the uniform building, electrical, plumbing and mechanical codes.
 - General zoning and land use laws.
 - Codes and ordinances related to disabled and public access.
 - Principles and techniques of building inspection and plans examining work.
 - Accepted safety standards & methods of building construction for commercial & residential buildings.
 - Pertinent federal, state and local laws, codes and regulations.
- Ability to:
 - Interpret and apply pertinent federal, state and local laws, codes and regulations.
 - Read and interpret complex building plans, specifications and building codes.
 - Determine if construction systems conform to City Code requirements.
 - Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations & standard construction practices.
 - Make mathematical computations rapidly and accurately.
 - Enforce necessary regulations with firmness and tact.
 - Understand and follow oral and written instructions.
 - Communicate clearly and concisely, both orally and in writing.

Experience and Education:

- Minimum of a High School diploma/G.E.D.
- Capable of operating office equipment, i.e. computers, printers, copy machines, and scanners.
- A minimum of three (3) years of experience in code compliance/building inspection or five (5) years of journey level experience in general building construction, or equivalent experience in a related field preferred.
- Experience in commercial and residential plan review
- Certified Floodplain Manager or ability to obtain certification by June 2025.

Physical Requirements:

- Must be able to sit, stand or walk for long periods of time and be able to lift up to 25 pounds

Equal Opportunity Employer/ADA

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, and the employment of the handicapped, and veterans.

In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Submit Resume & Cover Letter To:

Jenna Armstrong, Human Resource Generalist: jarmstrong@madison-in.gov