



TOWN OF CUMBERLAND

Job Description

Title: Building Commissioner

Department: Planning & Building

Supervisor: Assistant Town Manager – Comprehensive Community Development & Strategy

Status: Full-time, Exempt

Compensation: Salary Up to \$75,000 (DOQ)

Purpose of Position: This position is responsible for the overall guidance, direction and management of the Town's inspection and permit review services. The position monitors, implements and enforces all rules and ordinances related to building codes and any other general health or safety matters as directed.

Duties and Responsibilities (include but are not necessarily limited to):

- Perform physical inspections of construction activity to determine if structure(s) are built to comply with the applicable codes.
- Interprets/enforces various building code and related ordinances, laws, and regulations.
- Issues detailed inspection reports.
- Conducts plan and permit reviews for code compliance.
- Issues permits and Certificate of Occupancies.
- Answers routine procedural inquiries from the general public and applicants regarding permitting, inspection procedures, and code questions.
- Enforces the Town's unsafe building ordinance.
- Working knowledge of building codes in the State of Indiana and the ability to apply that knowledge in the field.
- Keeps themselves knowledgeable on changes in the code, standards, laws, etc and communicates/administers those to rest of inspection & plan review staff.
- Ability to read and interpret construction plans, specifications, and maps.
- Educates/informs other staff and those doing business with the Town regarding the applicable codes, rules, and laws.
- Prepares correspondence, reports, studies, policies, training, and procedures to aid in the administration of inspection and plan review services offered by the Dept.
- Schedules and conducts preconstruction meetings with contractors and other appropriate parties, in order to communicate policies, procedures, and expectations for construction activities.
- Maintain, manage, and update (as necessary) the Town's inspection and plan review Standard Operating Procedures (SOPs) and other applicable policies.
- Manage, monitor, and guide all aspects and operations of inspection and permit review services provided by the Town, including, but not limited to implementing procedural changes as needed to improve workflow and efficiency.
- Resolve issues and situations with those doing business with the Town.
- Other duties assigned by the Assistant Town Manager.



Education: High school diploma or GED is required. Some higher education is preferred.

Experience: Minimum of 5 years of experience in municipal inspection services.

Certifications: International Code Council (ICC) residential and commercial building inspector certifications are required.

Supervisory Responsibilities: This position will serve as a future supervisor to future building inspector positions.

The Town of Cumberland is an Equal Opportunity Employer. Position open until filled. Send resumes to Christine Owens at COwens@town-cumberland.com *No phone calls please.*