

Job Title: Building Commissioner – In Training
Department: Building Commission
Reports to: Town Manager
FLSA Status: Exempt
Salary: \$75,391.34 with a progression into Building Commissioner salary of \$82,998.05
Benefits: Health, dental, vision, life, deferred compensation, retirement benefits and allowances for clothing, vehicle, and cell phone.
Posting Date: 12/4/2025
Expiration Date: 12/18/2025

Job Summary:

This full-time position ensures compliance of local ordinances, state and local regulations of building codes through detailed plan review, permitting and routine as well as detailed building inspections in all disciplines of building construction. This includes training and managing a team of qualified building inspectors to perform random and scheduled inspections of construction of foundations, reinforced concrete, wood and steel framing, plumbing, electrical, HVAC, energy efficiency, safety, fire sprinkler and fire alarm and ADA. Design and manage software for the purposes of permitting, licensing, inspection, code enforcement, foreclosure, and residential rental. Perform as well as manage a team of code enforcement officers to ensure compliance with local zoning and ordinances pertaining to yard maintenance and nuisances. Maintain operations, capital improvements and janitorial services for the Clarksville Municipal Administration Building, Police Department Building, Fire Department, War Memorial and all grounds in the Municipal Center Complex, including but not limited to landscaping, irrigation system, outside lights, flag, pond pumps and floating pumps.

Essential Duties and Responsibilities and all other duties as assigned:**Building Commissioner**

- Review all plans and specifications for Class I structures for compliance with the 2014 Indiana Building Code, Mechanical Code, Energy Conservation Code, Fire Plumbing Code, the 2009 Indiana Electrical Code, Flue Gas Code, the 2012 Indiana Plumbing Code, National Fire Protection Association (code of record), American Institute of Concrete Code, and provide necessary corrective documentation to the applicant.
- Review all plans and specifications for Class II structures for compliance with the 2020 Indiana Residential Building Code and provide necessary corrections documentation to the applicant

- Manage and maintain current permitting and licensing software.
- Issue general contractor, electrical, mechanical, plumbing licenses.
- Issue permits for construction in accordance with state and local law.
- Physically visit the site at various points in the construction process.
- Inspect visually and with the appropriate tools, various aspects of the construction to ascertain that all construction is done in accordance with the code.
- Document inspections on software portals and adhere to notification guidelines indicating work is within the code and issue stop work orders when work is not compliant.
- Review plans on an on-going basis as work is in process to ensure that actual building complies with the submitted plan.
- Other duties as assigned

Code Enforcement:

- Manage and enforce local zoning rules and yard maintenance and public nuisances
- Enforce zoning laws if it is discovered that a location is in violation of the zoning ordinance.
- Enforce ordinances for control of trash and weeds.
- Enforce residential and commercial grass cutting ordinance and process proper paperwork such as placing and releasing property liens.
- Issue citations for violations of the zoning law.
- Enforce local ordinances for compelling local property owners to repair and maintain dilapidated or unsafe structures.
- Initiate certified mailings for unsafe structures.
- Enforce court orders following the mandates and direction of local code.
- Enforce current sign ordinance.
- Attend required meetings such as Town Council, Building Commission, Plan Commission, BZA, Technical Review Committee and Unsafe Building Authority.
- Provide monthly permit reports to the County Assessor.
- Oversee annual sub-contractor license notices.
- Responsible for balancing revenue receipts.
- Other duties as assigned.

Supervisory Responsibilities:

- Manage, train and direct a team of office personnel, building inspectors, code enforcement officers and residential rental inspectors.
- Notify the Unsafe Building Authority of meetings and prepare for meetings.
- Conduct hearings with the Unsafe Building Authority to determine if the cited structure is run-down or unsafe as defined by local code.
- Responsible for departmental budget processes and short and long-term capital projects for the entire Municipal campus
- Evaluate and forecast energy efficiency plans for all Municipal campus buildings regarding lighting and mechanical equipment.
- Provides guidance and support for the planning department, BZA, plan commission and the building commission. Chair the technical review committee.

Qualifications, Education, and/or Experience:

- Must possess a thorough and complete knowledge of construction procedures and processes acquired through proven, professional training or education.
- Must possess a minimum of 2 years of higher education in construction, engineering or sciences and at least 7 years of construction procedures.
- Must possess a minimum of 7 years of interpretation of International Building Codes.
- Expertise in the construction field is essential, and continuing education may be required to remain informed on federal, state, or local zoning ordinances and building regulations.
- Must have the ability to effectively diagnose issues with plumbing and HVAC systems within the Municipal campus and maintain contact and contracts with outside vendors.
- Possessing a working knowledge of GIS and computer-related software is helpful in maintaining documentation and records. Knowledge of Microsoft Office and its usage is also essential.
- Must be able to use various equipment or tools related to the building industry.
- Must have the ability to read and understand blueprints and construction plans.
- Must have the ability to review plans and specifications and determine if they meet the building code and provide detailed reports to architects, engineers and designers.
- Must have the ability to work closely with the State Fire Marshall for inspections of Institutions, medical facilities and special events and the local Fire Marshall for fire sprinkler systems, fire alarms and certificates of occupancy.
- Must have the ability to work closely with local property owners to ease enforcement side of code and maintain self as a figure with authority and legal standing on issues.
- Must possess and maintain a valid driver's license.

Competencies:

- Adaptability
- Organizational support
- Strong morals and ethics
- Proven professionalism and communication skills
- Stewardship
- Equitable, impartial, and objective reasoning

Physical Demands:

- Ability to lift 30 pounds without an assistive device
- Ability to climb stairs, ladders, and scaffolds for inspections
- Ability to work in inclement weather conditions including extreme heat and cold

Work Environment:

- Environment: This job is performed in an office and in the field/community
- Location: 2000 Broadway, Suite 208, Clarksville, IN 47129
- Hours: Monday through Friday 8:30 a.m. – 4:30 p.m.

Town of Clarksville is an Equal Opportunity Employer and a Drug-Free Workplace.

Applications can be obtained from our website at www.townofclarksville.com or through the Human Resources Department. The submission deadline is **December 18, 2025**, and should be submitted to the following address or email.

Amy Schoenbachler
Human Resources Director
Town of Clarksville
2000 Broadway, Suite 206
AmyS@townofclarksville.com

Rick Barr
Building Commissioner
Town of Clarksville
2000 Broadway, Suite 234
RBarr@townofclarksville.com