

**Job Title: Building Commissioner / Building Inspector**

**Location:** Yorktown, Indiana

**Job Type:** Full-time

**Salary Range:** \$24.00 - \$29.00 per hour

**Reports To:** Town Manager/Assistant Town Manager

**Job Summary:**

The Building Inspector / Building Commissioner is responsible for ensuring that all construction, renovation, and development projects in Yorktown, Indiana comply with Indiana Building Code (IBC 2020), Indiana Residential Code (IRC 2020 with Indiana Amendments), Indiana Fire Code (IFC 2020), and local zoning and land-use regulations. This position includes building and zoning inspections, permit reviews, and enforcement of municipal codes to protect public safety, structural integrity, and town planning objectives.

**Key Responsibilities:**

**1. Building Inspections & Compliance:**

- Conduct on-site inspections at various stages of construction, including foundation, framing, electrical, plumbing, mechanical, and final occupancy.
- Ensure compliance with Indiana Building Code (IBC), Indiana Residential Code (IRC), National Electric Code (NEC), Indiana Fire Code (IFC), ADA accessibility standards, and local ordinances.
- Identify structural deficiencies, safety hazards, and code violations, providing corrective recommendations.
- Investigate complaints regarding unsafe buildings, unauthorized construction, and zoning violations.
- Issue Stop Work Orders, violation notices, and citations as needed.

**2. Zoning & Land Use Compliance:**

- Review building permit applications and site development plans for compliance with Yorktown's zoning ordinances, land use policies, and subdivision regulations.
- Conduct zoning inspections to verify setbacks, lot coverage, permitted uses, and adherence to special use permits.
- Enforce local signage regulations, fence height restrictions, property line setbacks, and conditional use requirements.
- Investigate zoning complaints and illegal land uses for enforcement actions.
- Assist in updating zoning maps, land-use plans, and ordinances as needed.

**3. Permit Review & Code Enforcement:**

- Review and approve building permits, demolition permits, zoning variances, and land-use applications.
- Work closely with developers, contractors, architects, engineers, and property owners to ensure compliance with building and zoning codes.
- Maintain accurate inspection reports, zoning violation records, and permit tracking documentation.

#### **4. Safety & Public Interaction:**

- Educate contractors, property owners, and the public on local building codes, zoning laws, and land-use regulations.
- Coordinate with local fire department, and police department on public safety concerns.

#### **Qualifications & Requirements:**

##### **Education & Experience:**

- High school diploma or GED required; Associate's or Bachelor's degree in Construction Management, Engineering, Architecture, Urban Planning, or a related field preferred.
- 2-5 years of experience in construction, building inspection, zoning enforcement, or municipal planning.

##### **Licensing & Certifications:**

- Knowledge of Indiana Residential Code (IRC) and Indiana Building Code (IBC) required.
- Certified Zoning Inspector (CZI) or equivalent zoning certification preferred.
- Valid Indiana Driver's License with a clean driving record.

##### **Skills & Competencies:**

- Strong knowledge of building construction, zoning regulations, site planning, and municipal code enforcement.
- Ability to read and interpret blueprints, site plans, zoning maps, and technical drawings.
- Excellent communication skills for interacting with contractors, developers, town officials, and the public.
- Proficiency in Microsoft Office, GIS mapping software, permit tracking systems, and inspection reporting tools.
- Strong problem-solving and decision-making abilities in enforcement situations.

##### **Physical Requirements:**

- Ability to stand, walk, and perform inspections in outdoor environments for extended periods.
- Ability to climb stairs, ladders, and scaffolding to access construction sites and building structures.
- Ability to lift, carry, push, or pull materials and equipment weighing up to 50 lbs.
- Ability to work in various weather conditions, including extreme heat, cold, and inclement weather.

##### **Work Environment:**

- Fieldwork involving on-site inspections at active construction sites, public buildings, and private properties.
- Office work for reviewing permits, issuing reports, and attending town meetings.
- Occasional evening or weekend work may be required for emergency inspections or public meetings.