

Building Commissioner and Inspector

Reports to: Deputy Chief of Operations

Status: Exempt FLSA, Full-Time

Purpose:

Administers and enforces state and local building and related codes. Ensures that all properties and projects are in compliance with applicable building, mechanical, electrical, plumbing, fuel, gas and energy. Exercises independent judgment in interpreting precedents and applying codes to varying situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures compliance with 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.
- Performs inspections, and related duties in the specialized field of residential and nonresidential site inspections such as structural, mechanical, plumbing, electrical, and/or fire and ensures compliance with applicable federal, state and local laws and building codes.
- Administers, interprets and enforces the provisions of applicable federal, state and local building codes or related codes and makes recommendations and/or initiates the actions necessary to correct
- Responds to complaints and questions related to building code issues and provides information and education, researches each issue and provides a resolution
- Reviews plans on an on-going basis as work is in process to ensure that actual building complies with the submitted plan.
- Provides guidance and support for planning, BZA, plan commission and building commission.
- Investigates, prepares and develops reports, administrative warrants, and probable cause documents with respect to code compliance to the Municipal Court or the Town Manager.
- Physically visit site at various points in the construction process.

- Document inspections on software portal and adhere to notification guidelines indicating work is within the code and issue stop work orders when work is not compliant.
- Enforce local zoning laws and ordinances.
- Prepare various documents and reports and maintain accurate records as required.
- Other related duties and code enforcement responsibilities as assigned.

Qualifications, Education, and/or Experience

- Minimum of 5 years of study or work experience in the fields of engineering, construction, building construction, inspection, HVAC, etc.
- Ability to obtain and maintain ICC certification in residential or commercial inspections within 180 days of hire, and certification recognized by the Indiana Department of Fire and Building Services.
- A working knowledge of the terminology used in the building construction field is required.
- Equivalent education, training, experience, skills, and knowledge may be considered.
- Must possess and maintain a valid Indiana driver's license.
- 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 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.
- Ability to effectively communicate orally and in writing with co-workers, other City department leaders, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Salary: \$70,000 - \$80,000 depending on qualifications, experience and certifications

Application: Please send a resume and cover letter to the Human Resources Manager at nparker@speedwayin.gov. Applications will remain open until Friday, May 15. Applications will be reviewed on a rolling basis.