

**Job Title**

Building Department Director / Code Enforcement Officer / MS4 Coordinator

Department

Building Department

Reports To

Town Council

FLSA Status

Exempt (salaried)

Position Summary

The Town of Georgetown seeks a motivated, detail-oriented professional to serve in a combined role as Building Department Director, Code Enforcement Officer, and MS4 (Municipal Separate Storm Sewer System) Coordinator. This single position provides inspection and permitting services, enforces municipal codes and nuisance ordinances, administers the town's stormwater/MS4 program, and serves as the staff support for the Planning Commission and Board of Zoning Appeals (BZA). The position works closely with the Town Manager, Town Engineer, Public Works Department, Clerk's Office, and Floyd County. Position will attend Board and Town Council meetings as necessary.

This is a field-and-office position requiring effective public communication, technical knowledge of building and stormwater regulations, and the ability to manage multiple concurrent duties.

If individual does not have the needed certificates for each job responsibility, the Town will prioritize the needed training to obtain the certifications within a reasonable timeframe set forth by the Town Council.

Key Responsibilities**Building Inspections & Permitting**

- Review building permit applications and construction plans for residential, commercial, and accessory structures for compliance with state and local building codes and zoning.
- Interprets and enforces Town/State building codes and Town ordinances pertaining to property development, new construction, and existing housing, including electrical system, plumbing, and mechanical inspections, to ensure safety of the build environment.
- Issue permits and maintain permit records.
- Perform on-site inspections at construction milestones (footings, foundations, framing, electrical/plumbing/mechanical as required, insulation, final). If licenses have not been obtained yet, coordinate inspections with Floyd County.



- Prepare inspection reports and document code violations; work with contractors and property owners to achieve compliance.
- Coordinate with contractors, property owners, electricians, plumbers, and other stakeholders to resolve technical issues.
- Verify occupancy and issue certificates of completion/occupancy when appropriate.
- Develops, plans, reviews, and implements operating policies and procedures related to building safety.
- Approves permits for demolition; issues stop work orders; determines when structures are unsafe, unfit for human occupancy, or unlawful; and ensures the property are placarded appropriately.
- Performs related duties as assigned and needed.

Code Enforcement

- Initiates and performs proactive field investigations for non-compliance.
- Investigate complaints regarding property maintenance, zoning violations, unsafe structures, junk/vehicle/storage violations, and nuisances.
- Conducts appropriate research and drafts reports while recording detailed files on all case activity performed and monitors ongoing cases.
- Execute code enforcement procedures: issue warnings, notices of violation, orders to correct, and prepare cases for abatement or legal action if needed.
- Maintain accurate case files, photographs, and communication logs.
- Work proactively with property owners and community partners to achieve voluntary compliance and promote neighborhood improvement.
- Coordinate with Public Works Staff on implementation of code enforcement including but not limited to junk removal and mowing of properties.
- Provides customer service and correspondence, both verbally and/or in writing.
- Assist in the development and coordination of code enforcement policies, procedures, and programs.

Planning Commission & BZA Staff Support

- Prepare agenda packets, staff reports, site plan reviews (in coordination with Town Engineer), public notices, and minutes for Planning Commission and BZA meetings.
- Provide technical assistance to board members regarding applications (variances, conditional uses, subdivisions, site plans) and applicable ordinances.
- Coordinate public notice requirements and interact with applicants and public inquiries.
- Ensure follow-up on board conditions of approval and maintain permit linkage to board actions.

MS4 / Stormwater Program Coordination

- Administer the Town's MS4 compliance program consistent with the NPDES permit and state requirements (public education, illicit discharge detection and elimination,



construction site runoff control, post-construction stormwater management, remaining program elements).

- Coordinate stormwater inspections for construction sites and municipal facilities; review erosion and sediment control plans.
- Work with the Town Engineer and Public Works to plan and prioritize stormwater infrastructure maintenance, repairs, and capital projects.
- Track reporting requirements, recordkeeping, and prepare required annual MS4 reports to the State/IDEM or applicable agency.
- Respond to citizen and contractor reports of flooding, erosion, or drainage complaints and coordinate remedial actions.
- Work with IDEM on stormwater compliance for the Town while leading the Town in the MS4 audit.
- Attend meetings related to stormwater including Stormwater Committee meetings and SWAC meetings.

Administrative & Interdepartmental Duties

- Maintain permitting, inspection, code enforcement, and MS4 records in electronic and paper formats; generate periodic reports for the Town Manager and Council.
 - Coordinate with the Town Engineer on technical plan review, and with Public Works on inspections and corrective actions.
 - Assist the Clerk's Office with billing, invoicing, and schedule coordination related to permits and code enforcement fines.
 - Provide public outreach and education materials related to permits, code compliance, stormwater best practices, and homeowner responsibilities.
 - Attend Town Council meetings, committees, and other intergovernmental meetings as required.
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Minimum Qualifications

- High school diploma or equivalent; Associate's degree (or higher) in Construction Technology, Civil Engineering Technology, Environmental Science, Land Use Planning, or related field preferred.
- Minimum 2 years' experience in building inspections, code enforcement, stormwater program administration, construction, public works, or closely related field. Combination of education and experience considered.
- Valid driver's license and ability to travel within the Town and to project sites.

Preferred Certifications and Knowledge

- ICC (International Code Council) certifications (e.g., Residential Combination Inspector, Building Inspector, or equivalent) or the ability to obtain within a specified timeframe.



- Certification or demonstrated training in code enforcement (ICC Code Enforcement) or ability to obtain.
 - MS4 / stormwater training or certification or ability to obtain after hire.
 - Familiarity with local zoning ordinances, building codes (IBC/IRC), Indiana state requirements, and NPDES/MS4 permit program or ability to learn.
 - Experience with GIS and with Microsoft Office suite.
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Knowledge, Skills, and Abilities

- Knowledge of building construction methods, materials, and inspection practices.
 - Ability to interpret plans, specifications, and technical documents.
 - Familiarity with erosion and sediment control best management practices and stormwater management.
 - Written and oral communication skills; able to prepare clear reports and present technical information to boards and the public.
 - Strong organizational skills with ability to manage multiple priorities and maintain accurate records.
 - Sound judgment and ability to enforce codes firmly, impartially, and courteously.
 - Ability to work independently and collaboratively with municipal staff, contractors, consultants, and the public.
 - Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.
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Physical Requirements & Work Environment

- Combination of office work and regular field inspections in varying weather conditions.
- Ability to traverse construction sites, climb ladders, and inspect confined spaces where necessary.
- Ability to push/pull/carry/lift objects weighing up to 50 pounds.
- Ability to wear appropriate personal protective equipment in a variety of environments.
- Ability to maintain composure when dealing with irate individuals.
- May require evening and occasional weekend work for board meetings, emergency response, or special events.