

# McCordsville

ESTD  1988

INDIANA

**Title:** Building Inspector 1  
**Department:** Planning & Building  
**Supervisor:** Building Commissioner  
**Status:** Full-time, Non-exempt

**Compensation:**

- \$44,000-48,000 (depending upon qualifications)
- Enrollment in PERF (Town pays employee contribution)
- Enrollment in Health & Life Insurance (Town pays employee premium)
- Paid Time Off and 14 paid holidays per year

**Purpose of Position:** This position primarily performs inspections for residential buildings to ensure compliance with state building codes and local ordinances of the Town of McCordsville.

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

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Adhere to strict confidentiality and highest ethical standards.
- Perform physical new and remodeled residential, and other structures for compliance with building codes and state and local regulations.
- Interacts daily with contractors and/or developers on several Town projects, predominantly residential, during construction to ensure construction per approved plans, Town standards and specifications as well as state and federal codes.
- Maintain accurate inspection reports, and communication with relevant parties.
- Assist Building Commissioner with various functions as assigned, such as reviewing and issuing building permits, and interpreting building codes.
- Attend and participate in various meetings as needed.
- Follow and enforce all applicable state/local building codes, zoning codes, and SOPs.
- If called upon, provide expert testimony in legal proceedings.
- Performs other duties as assigned by the Building Commissioner or Director of Planning & Building

**Town-Related Competencies:** To perform this job successfully, all employees working in the Town should demonstrate the following competencies:

- Ability to manage difficult or emotional citizen situations, responds promptly to citizen needs, solicits resident feedback to improve service, and responds to requests for service and assistance.
- Follows Town and Department policies and procedures, completes administrative tasks correctly and on-time, supports organization's goals and values, and respects diversity.
- Follows instructions, responds to management direction, takes responsibilities for own actions, keeps commitments, and completes tasks on time or notifies appropriate person with an alternative plan.

**Job-Related Competencies:** To perform this job successfully, employees in this position should demonstrate the following competencies:

- Assess own strengths and weaknesses, pursue training and development opportunities, strive to continuously build knowledge and skills, and share expertise with others.
- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well on their own and in groups, and uses reason when dealing with people.
- Speaks clearly and persuasively in all situations, listens to others, keeps emotions under control, writes clearly and informatively, can describe code issues in layman terms, and interpret code language.

# McCordsville

ESTD  1988

INDIANA

- Ability to make sound and rational decisions including exercising independent judgement within established protocols and guidelines.
- Greets people in a professional manner and provides positive customer service to citizens, business owners, property owners, contractors, developers, buildings, petitioners, etc.

**Other Skills and Abilities:** Computer software skills required include the ability to use Microsoft Outlook, Word, Excel, and PowerPoint and generally be adept with computers, tablets, and smartphone and the standard applications. Ability to speak Spanish is a plus. The Town uses the permitting software, the ability to learn that software and use adeptly will be necessary.

**Physical Demands/Work Environment:** While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands or arms; and talk or hear. The employee is frequently required to stand; and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 25 pounds. The work environment characteristics described here are representative of those an employee in this position encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Occasionally exposed to working near equipment and moving mechanical parts.
- Exposed daily to carrying out duties in outdoor weather conditions.
- Noise levels in the work environment is usually moderate to loud.
- Personal protective equipment is recommended and may be required in certain circumstances.

**Education:** High school diploma or GED is required.

**Experience:** Experience as a building inspector is preferred, but not required. Training will be conducted on the job. Salary will be commensurate with experience.

**Certifications:** International Code Council (ICC) residential inspector certification is preferred. This certification will be required to be obtained if it is not already possessed.

**Continuing Education Requirements:** Current and required certifications will need to be maintained, this requires obtaining CEU's that are certified by ICC. Further certifications may be required as part of annual goals.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**The Town of McCordsville is an Equal Opportunity Employer. Position open until filled.**

**Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.**

## **To apply:**

Send resumes to Erik Pullum at [epullum@mccordsville.org](mailto:epullum@mccordsville.org). *No phone calls please.*