

TOWN OF MCCORDSVILLE
Job Description



Title: Building Inspector
Department: Planning & Building
Supervisor: Director of Planning & Building
Status: Full-time, Non-exempt

Compensation: \$45,000-60,000 (DOQ)
Enrollment in PERF (Town pays employee contribution)
Enrollment in Health & Life Insurance (Town pays employee premium)
Paid vacation and sick time
12 paid holidays per year

Purpose of Position: This position primarily performs inspections for all 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):

- Perform physical inspections of construction sites to determine if structure(s) are built to comply with the applicable codes
- Conducts plan and permit reviews for code compliance
- Issues Notices of Correction, Notices of Violation, and Stop Work Orders
- Issues permits and Certificate of Occupancies
- Keeps up with training and certificate maintenance
- Answers routine procedural inquiries from the general public and applicants regarding permitting, inspection procedures, and code questions
- Enforces the Town's unsafe building ordinance
- Working knowledge of building codes in the State of Indiana and the ability to apply that knowledge in the field
- Ability to read and interpret construction plans, specifications, and maps
- Other duties assigned by the 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 emotional topics.

- 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 able to interpret applicable code language.
- Ability to make sound and rationale 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 iWorQ permit 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 to finger, handle or feel; 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: Minimum of 5 years of experience as a building inspector, construction manager, or similar field.

Certifications: International Code Council (ICC) residential and commercial building inspector certifications are preferred.

Supervisory Responsibilities: This job has no supervisory responsibilities but may be called upon to provide guidance and training to less experienced inspectors.

The Town of McCordsville is an Equal Opportunity Employer. Position open until filled. Send resumes to Ryan Crum at rcrum@mccordsville.org. No phone calls please.