

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Building Inspector
DEPARTMENT: County Commissioners
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 1997 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Building Inspector for the County Commissioners, responsible for enforcing federal, state and local building codes.

DUTIES:

Processes applications for building and related permits, such as plumbing, heating and electrical, including reviewing construction blueprints/plans, performing on-site inspections before, during and/or after construction to determine compliance with applicable codes and standards, and issuing permits as appropriate.

Receives and investigates complaints of alleged violations of federal, state and local building codes, including performing on-site inspections, interpreting/applying codes, determining appropriate action, notifying violators, and discussing/negotiating resolution. Periodically initiates legal action for unresolved violations, such as halting construction, notifying legal counsel, and/or testifying in court as required.

Inspects deteriorated and damaged structures, such as buildings damaged by fire and natural disasters, and initiates action to protect public safety as needed, including researching and notifying owners, and ordering board-up, renovation or demolition as appropriate. Monitors demolition for compliance with codes, including ensuring purchase of permits, proper disposal of structural and hazardous materials, and grading of site.

Maintains detailed records, such as inspections, correspondence and related actions, and compiles and prepares reports as required or requested.

Processes applications for various contractor licenses, including giving tests, completing forms and issuing licenses.

Periodically prepares/updates building ordinances and resolutions as needed, and periodically attends meetings and makes related policy recommendations, including Board of Commissioners, Plan Commission and County Council.

Maintains current knowledge of applicable state and County codes by regularly reviewing/studying codes, standards and related revisions, and periodically attending classes and/or workshops. Disseminates information orally and in writing to the public.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED and state certification as Building Inspector, or ability to obtain certification within one year.

Thorough knowledge of and ability to make practical application of state and local building codes, including Uniform Building Code, One- and Two-Family Dwelling Code, and related codes regarding energy, swimming pools, handicapped accessibility, and mechanical, plumbing and electrical trades.

Working knowledge of and ability to make practical application of Environmental Protection Agency requirements regarding disposal of hazardous building materials.

Ability to read and interpret detailed prints, specifications and maps, and make arithmetic calculations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare various documents and reports, and maintain accurate records as required.

Ability to effectively communicate orally and in writing with co-workers, other County departments, property owners/developers, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone and with others in team environment with minimum supervision, and work on several tasks at the same time, often under time pressure.

Ability to provide expert testimony in legal proceedings as required.

Ability to physically perform essential duties of the position, including driving to/from inspection sites, sitting and walking at will, walking on uneven terrain, climbing stairs, ladders and scaffolding, bending, crouching, close and far vision, and hearing sounds/communication.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent uses a wide variety of codes, legal procedures and professional expertise to ensure that properties are in compliance with building requirements. Independent judgment is required in interpreting and applying codes to varying situations.

III. RESPONSIBILITY:

Incumbent performs duties according to state and local laws with objectives and desired results established by standard Department policies and procedures. Incumbent applies standard practices of the profession in taking authoritative action to ensure compliance, referring to supervisor unusual or unprecedented situations. Work is periodically reviewed for adherence to guidelines, soundness of judgment, and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, contractors, property owners and the public for purposes of exchanging information, interpreting and explaining policies and procedures, and negotiating/resolving problems.

Reports directly to Board of County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment, outdoors, in structures of varying condition, and in a vehicle. Incumbent's duties involve driving to/from inspection sites, sitting and walking at will, walking on uneven terrain, climbing stairs, ladders and scaffolding, bending, crouching, close and far vision, hearing sounds/communication, and exposure to inclement weather conditions, traffic, and normal hazards associated with construction sites and deteriorated buildings. Safety precautions must be followed at all times to avoid injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Building Inspector for the County Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print/Type Name