

**POSITION DESCRIPTION
CITY OF TELL CITY, INDIANA**

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

DATE WRITTEN: January 1995 **STATUS:** Political Appointive
DATE REVISED: September 2019 **FLSA STATUS:** Exempt

Basic Job Description: 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. The City provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation would cause an undue hardship.

Incumbent serves as Building Inspector for the Tell City Building Department, responsible for administering and enforcing Tell City building and zoning codes.

DUTIES:

Ensures compliance with zoning ordinance and local and state building codes, making regular spot-checks and investigating complaints of alleged violations.

Performs on-site inspections of new and existing structures to certain compliance with applicable codes, initiating legal action for violations, including notifying City Attorney and halting construction.

Performs site visits to ensure proper permit(s) are obtained and displayed.

Process applications for building permits, including reviewing plans and determining compliance with applicable codes. Issues building permits, collects fees, prepares receipts and delivers to Clerk Treasurer.

Processes and collects fees and inspect installation progress.

Processes applications for various contractor licenses, including general, electrical, HVAC and plumbing. Administers tests as required, completing necessary documents and forwarding to Clerk Treasurer.

Prepares and maintains reports, spreadsheet, and documentation of activity as required, including permits license, citations, and inspections.

Investigates complaints and takes appropriate actions regarding property boundary dispute, environmental nuisance, such as incomplete demolitions, weeds, non-contained trash, animals and open burning.

Serves as the City's contact for various State, County and Local agencies, including: FEMA, DNR, State Fire Marshall, etc. This position also serves the City's ADA Coordinator.

Performs related duties as assigned

I. JOB REQUIREMENTS:

Baccalaureate degree in Civil Engineering, Planning or related area, with experience in construction, or equivalent combination of education and experience.

Thorough knowledge of and ability to make practical application of State and local building and zoning codes, including Uniform Building Code, Fire Code and One/Two Family Housing Code.

Thorough knowledge of building structural and mechanical systems, including electrical plumbing and HVAC.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

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

Ability to prepare and maintain records, reports, and legal documents as required.

Ability to occasionally work extended, evening and /or weekend hours.

Possession of a valid Indiana driver's license, proof of insurance 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 and zoning 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 departmental policies. Incumbent applies standard practices of the profession in taking authoritative action to ensure compliance, referring to supervisor in situations that may result in litigation. Work is periodically reviewed for adherence to guidelines, soundness of judgment and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact to co-workers, other City/County departments, property owners, City Attorney, Mayor, contractors and the public for purpose of exchanging and explaining information and resolving problems.

Incumbent reports directly to Mayor

V. PHYSICAL EFFORT AND WORK ENVIROMENT:

Incumbent performs duties in a standard office environment, involving standing/walking for long periods, climbing ladders/scaffolding, bending, reaching, crawling, lifting/carrying objects weighing less the 25 pounds, and close vision. Incumbent is exposed to hazards normally associated with building and /or construction sites, such as dust, dirt, walking on uneven terrain and exposure to extreme temperatures and inclement weather. Incumbent is occasionally required to work extended, evening and/ or weekend hours.

VI. POLITICAL APPOINTMENT:

The Building Inspector position is a political appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed to the Building Inspector position serves at the pleasure of the Mayor and may be terminated by the Mayor at any time.