

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

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

DATE WRITTEN: November 2018

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Building Inspector for Planning and Building department, responsible for inspecting and reporting on all construction activities and unsafe building actions.

DUTIES:

Performs on-site inspections on various projects to determine compliance with applicable laws, codes, and specifications.

Reviews building and project plans when necessary to determine code compliance.

Reports inspection results to office staff following current methods and policy.

Investigates and mitigates unsafe building and housing complaints, documenting and photographing violations and resolving situations of non-compliance. Reports situations regarding the department, vehicles and projects to the Executive Director, Planning and Building Department.

Completes inspection reports.

Communicates with and provides assistance by phone or on-site to contractors and building owners.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Possession of or ability to obtain certification as a Building Inspector within 24 months of starting work.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of state and local building codes and ordinances.

Working knowledge of standard English grammar, spelling, and punctuation, and conversational German and/or Spanish preferred.

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

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

Ability to plan and layout assigned work projects, and apply knowledge of people and locations.

Ability to prepare documents and detailed reports.

Ability to properly operate equipment, including vehicle, radio, tape measure, computer, Microsoft Office, electronic tablet, construction tools, ladder, and other testing equipment.

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

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

Ability to occasionally work extended hours and occasionally travel out of town for training and seminars.

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 regulations. Incumbent performs a number of regular and recurring duties, with relationships among them not always self-evident, utilizing general instructions, guidelines and rules, and selecting the appropriate ones to apply to specific tasks.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent follows standard operating procedures or policies and must obtain supervisor's permission to deviate from standard operating procedures. Work is primarily reviewed for adherence to instructions/guidelines and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments contractors, building owners, and the public, for purposes of exchanging information.

Reports directly to the Chief Building Inspector.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in the field at construction sites, involving standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing under 50 pounds, crouching/kneeling, bending at waist, crawling in crawl spaces, reaching, handling/grasping/fingering objects, close and far vision, depth and color perception, hearing sounds/communication and speaking clearly. Incumbent works near fumes, odors, chemicals and dirt, in noisy environments, and in high places, including ladders and roofs. Incumbent may be exposed to inclement weather, extreme temperatures, traffic, and normal hazards associated with construction sites. Incumbent may occasionally be exposed to violent/irate individuals.

Incumbent occasionally works weekends, evenings, extended hours and occasionally travels out of town for training and seminars, rarely overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Building Inspector for the Planning and Building Department 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