

**POSITION DESCRIPTION
COUNTY OF BARTHOLOMEW, INDIANA**

POSITION: Assistant Code Enforcement Officer/Commercial/Accessibility
DEPARTMENT: Code Enforcement
WORK SCHEDULE: 7:30 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 1992

STATUS: Full-time

DATE REVISED: September 2012

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. Bartholomew County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Assistant Code Enforcement Officer/Commercial and Accessibility for the Bartholomew County Code Enforcement Department, responsible for inspecting construction and renovation of commercial and residential structures within County and City limits, and ensuring compliance with applicable codes.

DUTIES:

Performs routine field inspections as required for the construction or renovation of structures within County and City limits, determines compliance with applicable codes and issues notice of violation and/or takes corrective action as needed.

Inspects footings, foundations, framing, insulation, rooms, plumbing, electrical, accessibility, and mechanical construction, fire alarm devices, fire sprinkler, kitchen hoods, restrooms, sidewalks, ramps, signage, parking lots, entrances, exits, openings, ensuring work methods, materials, fittings, and safety devices are in compliance with applicable codes and approved specifications. Reviews plans of residential and/or commercial construction.

Inspects properties for possible accessibility, minimum housing, and unsafe building violations, ensures compliance with applicable codes and approved specifications.

Receives, investigates, and resolves special complaints/problems concerning minimum housing, and unsafe buildings, determining accessibility/adaptability and taking corrective actions as appropriate.

Conducts follow-up inspections of sites in violation of codes to determine if compliance has been met, and supplies property owner with relevant information.

Prepares reports of inspection findings, complaints, follow-up visits, and related information, and enters data into computer.

Maintains communication with contractors, architects, engineers, and/or property owners with site violations, to gain cooperation and compliance, provide explanation and guidelines for corrections and/or determine whether codes are being met.

Receives telephone calls, provides appropriate information and assistance, including consultation on zoning and/or building codes, and schedules inspections.

Attends meetings and/or maintains membership in related professional and community associations, and completes educational workshops and training seminars as required.

May be required to provide testimony in legal proceeding/court.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED with previous work experience in architecture, engineering, construction and/or project management.

Thorough knowledge of residential and commercial zoning and construction codes/ordinances and related construction materials, practices, and procedures, and ability to complete inspection accordingly, and interpret codes and regulations and determine compliance with specifications.

Working knowledge of real estate regulations with ability to research and determine property ownership accordingly.

Knowledge of County's GIS system and ability to scale locations on maps, and determine zoning and flood hazard.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare required reports.

Knowledge of standard office policies and procedures, and legal requirements governing Bartholomew County Code Enforcement operations, and ability to accurately record inspection activities and outcomes.

Knowledge of statutes and regulations applicable to issuing and renewing various permits and licenses.

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 effectively communicate with co-workers, other County and City departments, area fire departments, utility service providers, contractors, architects, engineers, property owners, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office and inspection equipment, such as computer, lifts, and ladders.

Ability to compare or observe similarities and differences in data, compile, collate, analyze, and evaluate data, and make determinations based on data analyses.

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, often under time pressure.

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

Ability to read and interpret detailed blueprints, sketches, layouts, specifications, and maps.

Ability to provide testimony in legal proceeding/court as required.

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

Ability to occasionally respond to emergencies on 24-hour basis.

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

II. DIFFICULTY OF WORK:

Incumbent performs inspection duties in accordance with legal requirements, technical specifications, and standard practices and procedures, exercising judgment to conduct routine and special inspections, and enforce codes and regulations. Incumbent's work involves repetitive and recurring duties, but frequently requires careful consideration of individual situations and a variety of different circumstances and choices.

III. RESPONSIBILITY:

Incumbent assures proper enforcement of zoning and building codes, including completing inspections and enforcement duties, and resolving related complaints and problems. Purposes and desired results of incumbent's work are established, with all highly unusual cases/circumstances discussed with supervisor. Work is reviewed periodically and/or upon completion of specific duties for technical accuracy, and compliance with department policy, goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County and City departments, area fire departments, utility service providers, contractors, architects, engineers, property owners, and the public for purposes of explaining and interpreting department policies, conducting inspections, enforcing codes, and requesting and providing related information.

Incumbent reports directly to Chief Code Enforcement Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent frequently performs field inspections and is exposed to various weather conditions and physical hazards normally associated with construction sites and other inspection areas, involving sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. Safety precautions must be followed at all times and protective clothing or equipment must be used to prevent injury to self or others. Incumbent occasionally works extended and/or evening hours, occasionally travels out of town for continuing education classes, sometimes overnight, and respond to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Code Enforcement Officer/Commercial/Accessibility for Code Enforcement 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

APPLICATION FOR EMPLOYMENT

County of Bartholomew, Indiana An Equal Opportunity Employer

The County of Bartholomew, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for Sheriff's Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary work? Yes _____ No _____

Date available to start work _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

● Current employer _____

Address _____ City/state/zip _____

Phone () _____ Hire date _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____ Title _____

Work phone _____ Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions: _____

Why do you want to leave? _____

May we contact your current employer? Yes: _____ No: _____ If no, please explain why: _____

● Previous employer _____ Phone () _____

Address _____ City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____ Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

● Previous employer _____ Phone () _____

Address _____ City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____ Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

● Previous employer _____ Phone () _____

Address _____ City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____ Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason _____

From _____ to _____ Reason _____

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended *Attach additional pages as needed.*

Name _____

Address _____ City/state/zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)*

College(s) or Trade School(s) attended *Attach additional pages as needed.*

● Name _____ Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Name _____ Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)*

- Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking: _____

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next section.

Military Branch Dates of Service Highest Rank Attained Rank at Separation

 Type of Discharge _____ Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain: _____

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

● Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes ____ No ____ If yes, please explain:

● Have you ever been convicted of a felony? Yes ____ No ____ If yes, please explain:

● List three references who are not related to you and are not former employers or supervisors:

○ Name _____ Phone _____

Address _____ City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____ City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____ City/state/zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

● I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing. Initials: _____

● I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers. Initials: _____

● I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded. Initials: _____

● I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment. Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

The following sections to be completed by Sheriff Department applicants only:

● I understand that the employer provides police service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Sheriff, I may be required to work evening shifts or night shifts, including weekends. Initials: _____

● I understand that if I am hired as a sworn officer on the Sheriff, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy. Initials: _____