

Job Posting

Building & Planning Department

City of Warsaw / An Equal Opportunity Employer

Please apply directly at: www.warsaw.in.gov

Question may be directed to Building Commissioner/Ray Behling (574) 372-9548

Position	Classification / FLSA	Status	Bi-Wkly Wage
Building Inspector	PAT / Non-Exempt	Full-Time / M-F / 8am – 4pm	\$22.64 - \$ 26.51 w/Certifications

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 of Warsaw 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.

Summary - Incumbent serves as **Building Inspector** for the Building and Planning Department, responsible for planning, coordinating, inspecting, and enforcing state and city codes regarding building construction and occupancy. Incumbent reports directly to Building Commissioner.

Essential Functions - Conducts routine inspections as required for the construction or renovation of structures, ensuring compliance with zoning ordinances and development plan requirements. Receives, investigates, and resolves special complaints or problems concerning commercial buildings, housing units, and other structures with respect to various zoning or code violations, determines ownership of questionable dwellings, determines if violations have incurred, takes corrective actions as appropriate, and performs follow-up inspections of sites in violation of codes. Inspects demolition sites of condemned buildings to ensure completion of destruction. Inspects basement spaces to ensure completion and compliance with ventilation codes, screening codes, and other applicable codes. Completes required documentation and takes corrective action as appropriate including preparing reports of all investigation findings, complaints, follow-up visits and related information daily. Maintains communications with property owners in violation in order to gain cooperation and compliance, provide explanations and guidelines for corrections, and/or determine whether codes are being met. Reads and interprets all pertinent information concerning zoning regulations and commercial and housing construction requirements, including relevant local and state codes. Recommends to the Building Commissioner of properties that require demolition or court action to enforce codes or resolve uncommon or unusual situations. Performs related duties as assigned.

Requirements/Skills/Knowledges - High school diploma or GED and knowledge or experience working in code enforcement and building trades. Baccalaureate Degree preferred. Thorough knowledge of construction principles, practices, and techniques gained through extensive experience and education in current building codes, and ability to determine code compliance while reviewing plans and conducting inspections. Thorough knowledge of and ability to explain, interpret and apply state and local building codes, including Uniform Building Codes, One and Two-Family Dwelling Codes, and related codes regarding energy, swimming pools, handicapped accessibility, and electrical, mechanical, plumbing, and HVAC trades. Thorough knowledge of construction principles, practices, and techniques gained through extensive experience and education in current building codes, and ability to determine code compliance while reviewing plans and conducting inspections. Ability to plan and layout assigned work projects, read and interpret blueprints, specifications, plans, and maps and make simple arithmetic calculations. Ability to prepare various documents and reports, and maintain accurate records as required. 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 amidst frequent distractions and interruptions 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 occasionally work extended and/or evening hours, and occasionally travel out of town, but not overnight. Ability to provide public access to or maintain confidentiality of department information and records according to department and city policy. Ability to maintain personal composure and tact during difficult situations. Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, and apply OSHA safety regulations applicable to work performed, drug-free workplace, and personal conduct. Must pass a pre-employment drug and or alcohol test and adhere to policy. Possession of a valid Indiana Driver's License and demonstrated safe driving record.

Working Conditions/Physical Effort - Incumbent's duties are broad in scope involving many variables and considerations. Incumbent uses a wide variety of state and local codes to ensure properties are in compliance with building requirements, exercising independent judgment in interpreting precedents and applying codes to varying situations. Refers to supervisor for guidance regarding extremely unusual situations. Incumbent makes independent decisions regarding status of building structures, discussing unusual situations with supervisors at incumbent's discretion. Work is periodically reviewed for soundness of judgment, technical adequacy, and appropriate supervision or direction of assigned operations. Errors in work are usually prevented through procedural safeguards and are detected through standard bookkeeping checks or supervisory review. Undetected errors may result in loss of time for corrections and/or work delays to co-workers, other departments/agencies, or the public or could result in injury to self or others. Incumbent performs inspections involving driving to/from inspection sites, standing/walking/climbing on uneven terrain, crouching/kneeling, bending, reaching, lifting/carrying objects weighing less than 25 pounds, and exposure to inclement weather and normal hazards associated with construction sites and driving. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent performs inspections involving driving to/from inspection sites, standing/walking/climbing on uneven terrain, crouching/kneeling, bending, reaching, lifting/carrying objects weighing less than 25 pounds, and exposure to inclement weather and normal hazards associated with construction sites and driving. Safety precautions must be followed at all times to avoid injury to self and others.