



City of Greenwood – Building Inspector

Job Title:	Building Inspector	Job Category:	Non-Exempt
Department/Group:	Community Development Services	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Building Commissioner
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for performing residential and commercial building inspections, enforcement of state and local building codes regarding, construction and occupancy, and maintaining various records.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Compliance with the requirements and guidelines outlined by the Building Commissioner in the Standard Operating Procedures Manual.
- Utilize Cityworks, the City’s GIS-centric community development software, both in the office and in the field, to assign inspections, record labor, review and issue permits, and document all aspects of inspections, permits, and violations.
- Inspect public and private improvements during construction in residential and commercial properties, including maintaining accurate inspection logs, reporting to supervisor, and communicating with developers or permit holders.
- Maintain current knowledge of state adopted building codes, Greenwood Municipal Code, and periodically attend conferences, meetings, and seminars. Employee shall comply with the continuing education requirements as outlined in the Standard Operating Procedures Manual.
- Assist Building Commissioner with various functions as assigned, such as permit application intake, conducting building and architectural plan review, issuing building permits and inspecting buildings during and after construction.
- Assist construction contractors and the public with understanding and following building codes and City ordinances, and disseminating information orally and in writing as requested;
- Assist Building Commissioner with investigating complaints of alleged violations of various codes, including performing on-site inspections, notifying violators and discussing/negotiating resolution;
- Assist the Stormwater Department with inspections for compliance with storm sewer system regulations;
- Assist the Planning Director in the enforcement of the Unified Develop Ordinance, as well as state and local zoning requirements.
- Perform other duties as assigned

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Job Requirements:

- **Education:** High school diploma or GED.
- **Experience:** One (1) year related experience or equivalent college or trade school.
- **Skills and Abilities:** Ability to make simple arithmetic calculations, compute and calculate results of tests, maintain accurate records, read and interpret detailed prints, specifications, property legal descriptions, plats, maps and aerial photographs; work with others in a team environment, plan and layout assigned work projects, and understand and follow oral and written instructions; perform a variety of record keeping, and research duties, and provide a valid Indiana driver’s license. Must have working knowledge of, and ability to make practical application of, department policies and procedures, federal and state laws, local ordinances and zoning regulations, building codes and land development.
- **Physical:** Able to drive a motor vehicle. Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time, occasional lifting and carrying objects weighing up to 50 pounds. Required to bend, crouch, kneel and grasp objects and able to tolerate adverse weather and extreme temperatures. May be required to work extended, evening or weekend hours.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: