



CITY OF CARMEL
invites applications for the position of:
Building Inspector / Plans Examiner

An Equal Opportunity Employer

SALARY: \$61,057.00 - \$73,269.00 Annually

OPENING DATE: 09/09/21

CLOSING DATE: 09/23/21 11:59 PM

POSITION SUMMARY:

The purpose of this position is to perform skilled work functions associated with the review and analysis of building and site construction plans, and the inspection of buildings and building systems to ensure compliance with applicable building codes.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works directly with property owners, builders, and contractors to provide building safety inspections and other construction related assessments; requires high level customer service, advanced communication, and problem-solving focus - both in the field and in the office.
- Administers, interprets, and enforces the provisions of applicable federal, state, and local building codes or related codes, laws, rules, regulations, specifications, standards, policies and procedures.
- Reviews architectural plans submitted for building permits for compliance with zoning and code requirements, including commercial and residential plans.
- Notifies applicant of required amendments to the building plans before they can be approved and released; advises what permits and inspections are required.
- Performs site inspections of residential and commercial construction work, buildings, premises, and related systems for conformance with applicable codes and ordinances, established specifications, and approved construction plans; inspects electrical systems, heating and air conditioning systems, plumbing systems, foundations and framing of all new construction and remodeling projects.
- Identifies and marks code violations during construction or-remodeling process; communicates with builders/homeowners via email, phone, or on-site visits to correct violations.
- Responds to complaints and questions related to building, zoning, or code issues; provides information and education, research problems and initiates problem resolution; serves as "inspector-on-call" during specified hours daily to answer and respond to inquiries by the public.
- Evaluates structural and systems damage after events such as vehicle impacts, wind, flooding, fire or collapse and be an apart of the Disaster Team.
- Prepares and maintains records of inspection activities; enters construction inspection results into the Department's data base while in the field.
- Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.
- Maintains comprehensive, current knowledge and awareness of applicable laws and regulations; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Non-Essential Job Functions:

- Performs other related Department duties as required by the Director.
- May be asked to perform non-related field activities and assist other City departments when circumstances arise.

KNOWLEDGE, SKILLS & ABILITIES:

- Must be able to effectively work with and communicate with a diverse public.
- Work involves regular and consistent collaboration, coordination and communication with other building industry professionals, fire and public safety officials, City departments and divisions within the Department of Community Services.
- A high level of knowledge of state and local construction standards and building codes.
- Ability to review, classify and evaluate data.
- Ability to read and understand building plans for residential and commercial buildings.
- Knowledge of Zoning law fundamentals; ability to review and understand zoning ordinances and maps.
- Ability to utilize a variety of reference, descriptive, advisory, design data and information.
- Ability to exercise discretion in identifying and selecting from alternative courses of action.
- Ability to communicate effectively; includes ability to speak and write clearly to exchange information and resolve problems.
- Ability to perform mathematical operations involving basic algebraic and geometric principles; ability to interpret charts, graphs, and schematics.
- Ability to operate a personal computer for most essential job functions including electronic plan review, managing permit and inspection workflow; word processing, database management and other as may be required.
- Must carry a City issued communication device and other tools as required by the Director.
- Ability to operate a motor vehicle to conduct work activities.
- Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing and/or pulling of objects and materials weighing 11-20 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, snow, rain, severe weather, temperature and noise extremes, machinery, electric currents, construction and traffic hazards.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- High school diploma or GED supplemented by vocational or technical training with emphasis in mechanical systems or building trades.
- Three (3) to five (5) years' experience that includes building inspection, mechanical systems, building construction or building trades.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this position.
- Must possess and maintain a valid Indiana driver's license.
- Must possess or obtain within one (1) year and maintain through CEUs a valid Residential Building Inspector and Property and Maintenance Certification from the International Code Council.
- Must possess or obtain within one (1) year and maintain through CEUs a valid Commercial Building Inspector Certification from the International Code Council.

The City of Carmel, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.carmel.in.gov>

Job #2021 - 025
 BUILDING INSPECTOR / PLANS EXAMINER
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OUR OFFICE IS LOCATED AT:
 One Civic Square
 Carmel, IN 46032
 317-571-2465
 317-571-2467
hr@carmel.in.gov

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Building Inspector / Plans Examiner Supplemental Questionnaire

- * 1. Describe in detail your experience in building inspection, mechanical systems, building construction or building trades.
- * 2. Do you currently possess and maintain a valid Residential Building Inspector and Property Maintenance certification from the International Code Council?
 No

* Required Question