

# City of Frankfort Government

**Position Title: Senior Building Inspector**  
**Reports To: Board of Public Works and Safety**  
**Status: *Non-Exempt***  
**Effective Date: 7/24/2023**

*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 ability required to perform job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Position Summary:**

Responsible for enforcing and administering the City of Frankfort Building Code and Ordinances and responding to the requests of the seated Board of Works.

## **SUPERVISION RECEIVED:**

Works under the general supervision of the Board of Works.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs on-site residential and commercial building inspections during various stages of construction, remodeling, and repair to ensure compliance with city codes and ordinances, safety standards, state and national codes, including the International Building, Residential and Mechanical codes, Uniform Plumbing code, Accessibility code, and other adopted codes.
- Inspects existing buildings and premises for changes of use, occupancy, or compliance with applicable codes and ordinances.
- Assists in reviewing construction plans, specifications, and engineering documents for compliance with codes and ordinances as needed.
- Enters all inspection and code enforcement reports into the permit and violation tracking system.
- Responds to public and contractor questions concerning interpretation of building codes and construction practices.
- Interprets and explains ordinances, codes, and regulations; communicates with fire, law enforcement, water, sewer, and other governmental agencies in the performance of building inspection and code enforcement duties.
- Writes detailed correction notices whenever code violations are discovered during building inspections and follows through to correct violations.
- Researches, organizes, and enters documentation on code violations, including remedial actions, as needed. Testifies in court on behalf of the City. Attends and represents the City at code violation appeal hearings as requested.
- The duties listed above are intended only as illustrations of the various types of work which may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Tasks may require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. objects and material of light weight (generally 25 pounds or less). Tasks may involve frequent standing, sitting, and walking, as well as the dexterity to climb ladders, bend, stoop and crawl in confined areas. Must be able to work in all outdoor conditions and possess the visual and hearing acuity to perform all related tasks.

### **QUALIFICATIONS:**

#### **Education, Training, and Experience Guidelines**

- College degree preferred
- High school diploma or G.E.D.
- A minimum of five (5) years of experience in code compliance/building inspection or five (5) years of journey level experience in general building construction, or equivalent experience in a related field preferred.
- Experience in commercial and residential plan review
- Any combination of education and experience, which provides the applicant with the desired skills, knowledge, and ability to perform the job, may be substituted for these qualifications. Examples of these skills include:

#### **Knowledge of:**

- Building methods, techniques and materials, building codes, and building inspections;
- Applicable federal, state, local laws, regulations, and procedures;
- Applicable building, zoning, and other codes, regulations, and policies;
- Changes in building and related codes and ordinances;

#### **Ability to:**

- Interpret architectural plans and specifications, engineering calculations and property descriptions as needed;
- Maintain a customer service orientation, be courteous and diplomatic in the exchange of information, discrete with sensitive information and present a positive image of the City in a variety of circumstances;
- Communicate effectively, both orally and in writing, with contractors, owners, staff, and the general public to convey technical concepts;
- Employ process facilitating techniques and exercise patience when dealing with verbal confrontations;
- Speak to small groups in a public setting;
- Use computer applications, including Microsoft Office products;
- Assist in maintaining building and planning department file system including permit tracking software;
- Independently conduct construction compliance inspections in all types of terrain and weather conditions;
- Enforce applicable building, zoning, and other codes, regulations, and policies.

### **LICENSE OR CERTIFICATE REQUIREMENTS:**

- Valid Indiana State Driver's license
- Currently has or must be able to obtain ICC (International Code Council) or equivalent certification as a Commercial Building Inspector within 6 months of employment; Must be willing to attend additional classes and receive additional certifications as requested by the Department Head.
- All certifications require continuing education classes and must be kept current during employment by the City.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Applicant/Employee Acknowledgement:**

The job description for the position of Building Inspector for the Building Services 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:

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The City of Frankfort, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.