

TOWN OF MCCORDSVILLE Job Description



Title: Building Commissioner
Department: Planning & Building
Supervisor: Assistant Town Manager – Planning & Development
Status: Full-time, Exempt

Compensation: \$62,000-70,000 (DOQ)

Town Benefits also currently include:

Enrollment in PERF (Town pays employee contribution)

Enrollment in Health & Life Insurance

Enrollment in short/long term disability

Health Clinic

Paid vacation and sick time

12 paid holidays per year

Purpose of Position: This position is responsible for the overall guidance, direction, reporting, and management of the Town's inspection and permit review services. The position monitors, implements and enforces all rules and ordinances related to building codes and any other general health or safety matters as directed. This position reports directly to the Assistant Town Manager- Planning & Development

Duties and Responsibilities (include but not are not necessarily limited to):

- Perform physical inspections of construction activity to determine if structure(s) are built to comply with the applicable codes.
- Interprets/enforces various building code and related ordinances, laws, and regulations.
- Issues detailed inspection reports.
- Conducts plan and permit reviews for code compliance.
- Issues permits and Certificate of Occupancies.
- Answers routine procedural inquiries from the general public and applicants regarding permitting, inspection procedures, and code questions.
- Enforces the Town's unsafe building ordinance.
- Working knowledge of building codes in the State of Indiana and the ability to apply that knowledge in the field.
- Requires continuing education of changes in the code, standards, laws, etc and communicates/administers those to rest of inspection & plan review staff.
- Ability to read and interpret construction plans, specifications, and maps.
- Educates/informs other staff and those doing business with the Town regarding the applicable codes, rules, and laws.
- Prepares correspondence, reports, studies, policies, training, and procedures to aid in the administration of inspection and plan review services offered by the Dept.
- Schedules and conducts preconstruction meetings with contractors and other appropriate parties, in order to communicate policies, procedures, and expectations for construction activities.
- Maintain, manage, and update (as necessary) the Town's inspection and plan review Standard Operating Procedures (SOPs) and other applicable policies.
- Manage, monitor, and guide all aspects and operations of inspection and permit review services provided by the Town, including, but not limited to implementing procedural changes as needed to improve workflow and efficiency.
- Resolve issues and situations with those doing business with the Town.

- Handles management of the Town's Building Inspectors, which is currently two positions, and works with the Assistant Town Manager – Planning & Development to apply disciplinary action when needed.
- Other duties assigned by the Assistant Town Manager – Planning & Development

Town-Related Competencies: To perform this job successfully, all employees working in the Town should demonstrate the following competencies:

- Ability to manage difficult or emotional citizen situations, responds promptly to citizen needs, solicits resident feedback to improve service, and responds to requests for service and assistance.
- Follows Town and Department policies and procedures, completes administrative tasks correctly and on-time, supports organization's goals and values, and respects diversity.
- Follows instructions, responds to management direction, takes responsibilities for own actions, keeps commitments, and completes tasks on time or notifies appropriate person with an alternative plan.

Job-Related Competencies: To perform this job successfully, employees in this position should demonstrate the following competencies:

- Assess own strengths and weaknesses, pursue training and development opportunities, strive to continuously build knowledge and skills, and share expertise with others.
- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well on their own and in groups, and uses reason when dealing with emotional topics.
- Speaks clearly and persuasively in all situations, listens to others, keeps emotions under control, writes clearly and informatively, can describe code issues in layman terms, and able to interpret applicable code language.
- Ability to make sound and rationale decisions including exercising independent judgement within established protocols and guidelines.
- Greets people in a professional manner and provides positive customer service to citizens, business owners, property owners, contractors, developers, buildings, petitioners, etc.
- Knowledge and understanding of field inspection staff duties and procedures.
- Extensive ability to interpret construction drawings and specifications; possesses knowledge of applicable building codes; and an ability to create accurate and concise written reports.
- Extensive knowledge of both construction principles, practices, and procedures.
- Must be able to solve practical problems with tact and diplomacy, and deal with a variety of people in a variety of situations.

Other Skills and Abilities: Computer software skills required include the ability to use Microsoft Outlook, Word, Excel, and PowerPoint. Be adept with computers, tablets, and smartphone and their standard applications. Ability to speak Spanish is a plus. The Town uses the iWorQ permit software. The ability to learn that software and use adeptly will be necessary.

Physical Demands/Work Environment: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands or arms; and talk or hear. The employee is frequently required to stand; and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 25 pounds. The work environment characteristics described here are representative of those an employee in this position encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Occasionally exposed to working near equipment and moving mechanical parts.
- Exposed daily to carrying out duties in outdoor weather conditions.
- Noise levels in the work environment is usually moderate to loud.
- Personal protective equipment is recommended and may be required in certain circumstances.

It is currently estimated that this position will spend +/- 50% of their time on in-the-field inspections.

Education: High school diploma or GED is required. Some higher education is preferred.

Experience: Minimum of 5 years of experience in municipal inspection services.

Certifications: International Code Council (ICC) residential and commercial building inspector certifications are required.

Supervisory Responsibilities: This position will serve as a supervisory to two building inspector positions. Those positions are currently filled.

The Town of McCordsville is an Equal Opportunity Employer. Position open until filled. Send resumes to Ryan Crum at rcrum@mccordsville.org. No phone calls please.