

Hendricks County
Job Description

Title: Building Inspector

FLSA Status: Non-Exempt

Department: Planning & Building

Pay Band: OSS 2

Supervisor: Chief Building Inspector

Date Prepared: 04/18/2001

Revision Date: 06/25/2015

Date Approved: 01/14/2016

PURPOSE OF POSTION:

The Building Inspector ensures that construction and building sites are in compliance with building codes and regulations.

ESSENTIAL FUNCTIONS:

- Performs physical inspections of construction sites to determine if structure is built to comply with required codes.
- Issues related permits and Certification of Completion as requirements are met.
- Advises builders on acceptable resolutions of violations.
- Answers the questions from members of the public regarding building codes and county requirements.
- Receives and investigates complaints regarding construction activity.
- Issues stop-work orders in the event of a serious code violation.
- Checks construction sites for proper posting of permit.
- Determines foundation elevation.

NON-ESSENTIAL FUNCTIONS:

- Attends training updates on federal, state and local building regulations
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma or GED
- Basic computer skills
- Working knowledge of residential and commercial building construction
- Certification through International Conference of Building Officials, as recognized by Indiana Department of Fire Prevention Building Services
- Ability to read and interpret building plans, plot plans and flood map
- Comprehensive knowledge of federal, state and county building codes and ordinances
- Ability to obtain and maintain an Indiana Driver's License
- Ability to effectively and tactfully deal with other people

- Ability to communicate well, both verbally and in writing

RESPONSIBILITY:

Incumbent works independently using regulations and ordinances as a guide to perform duties. Some judgment is required when applying related codes, laws and ordinances to varied situations, but major deviations from normal procedures are directed to the Chief Building Inspector. Errors in work are usually discovered by occasional checks, and errors can cause substantial inconvenience to contractors and the public.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, developers, engineers, contractors, fire departments, governmental agencies and the general public for the purpose of communicating factual information and ensure compliance with codes.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The majority of work is performed outdoors with exposure to inclement weather.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Building Inspector for the Planning and Building 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

Date

Print or Type name