

Job Description

POSITION:	Building Inspector II
DEPARTMENT:	Building Department
WORK SCHEDULE:	Monday – Friday, 8:00am – 5:00pm, and as assigned for evening meetings, emergency needs, or otherwise.
CLASSIFICATION:	Full Time/Exempt
REPORTS TO:	Town Administrator
DATE WRITTEN:	December 2021

POSITION SUMMARY

The primary mission of all Building Department employees is to provide the Town of Winfield with the most efficient, consistent, and effective services possible. All employees are expected to conduct themselves in a courteous and professional manner. Building Inspector II responsibilities include, but are not limited to, inspecting structures such as homes, businesses, accessory structures, and pools, to ensure they are built in compliance with building codes and ordinances.

The Building Inspector II reports to the Town Administrator, receives work assignments from the Building Administrator, and provides highly responsible and complex staff assistance and coordination activities with other departments, outside agencies, and the general public.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and or/ability required. The Town of Winfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

ESSENTIAL DUTIES

This position includes, but is not limited to, the following responsibilities:

- Conduct accurate record keeping as required for the department;
- Review and respond to customer/resident inquiries and concerns;
- Explain, interpret, and provide guidance regarding all applicable codes to property owners, architects, engineers, contractors, developers, and other interested parties;
- Work through difficult and sensitive issues and complaints, develop solutions and resolve conflicts;
- Examine plans to ensure structures comply with building codes;
- Visit construction sites to complete required inspections to ensure that structures comply with International Building Code (IBC) standards, other adopted construction code and property maintenance code standards, and applicable Town Ordinances.
- Take careful notes of what is being constructed, including taking photographs during inspection, and ensures repairs or alterations are performed correctly;
- Monitor construction sites periodically to ensure overall compliance;
- Inspection duties include, but are not limited to: roofing, siding/soffit/fascia/gutters, garages, AC systems, heating systems, generators, carpentry, concrete, excavations, drainage, drywall, fireplace, insulation, landscaping, masonry, painting, sewer/water, steel fabrications, and demolition;
- Inspect structural quality and safety of buildings, including steel and reinforced concrete structures;
- Ensure that all new development in the Town meets Town, State, and Federal development and environmental requirements;
- Responsible for ensuring that all commercial, industrial, single-family residential, multi-family residential, and any other individual developments are built exactly to plans submitted;
- Issue violation notices and stop-work orders until building is compliant;
- Review building plans submitted to the Building Department for Building Code and Town Code compliance.

PERIPHERAL DUTIES

- Operate a motor vehicle, with a valid Indiana driver's license, to drive to and from job sites to conduct inspections;
- Represent the Town in a professional manner in all dealings with the public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Professional and reliable exercise of independent judgement;
- Ability to work alone with minimum supervision and with others in a team environment;
- Possess an alert mind, retentive memory, and logical thinking and problem solving, and be capable of understanding and following both written and oral instructions;
- Be able to express oneself clearly and concisely in written reports;
- Be able to establish and maintain effective and cooperative relationships with superiors, fellow employees, and the general public;
- Comply with the Town of Winfield Employee Policy Manual.

PHYSICAL ACTIVITY REQUIREMENTS

- Be able to occasionally lift or move up to 25 pounds;
- Work is performed indoors and outdoors as required in the inspection of various land use developments and construction sites.
- Maintain a level of physical and mental fitness to perform the required duties of the job position;
- Be mobile in a variety of work environments, including climbing steps, ramps, ladders, scaffolding, and entry into confined spaces;
- Be able to work in a dirty, dusty, or possibly unsanitary environment, or work near moving mechanical parts, in precarious places, or risk of electrical shock;
- Be able to work in inclement weather, including hot, humid, cold, dry, wet, or nighttime conditions;
- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.

TOOLS AND EQUIPMENT USED

- Motor vehicle; calculator; personal computer, including email spreadsheets, and word processing; phone; ladder or scaffolding; and tape measure.

EDUCATION, QUALIFICATIONS, AND EXPERIENCE

- Thorough knowledge of building codes, Town Ordinances, and their application;
- Bachelor's degree in a field related to building construction and five (5) years of experience in building construction or design; or ten (10) years of progressively more responsible experience in the construction industry;
- Excellent understanding of blueprints and construction plans;
- General knowledge of accepted requirements for building construction, fire prevention, light, ventilation, and safe egress;
- Knowledge of national building codes, zoning, and land use applications;
- Ability to write and communicate technical aspects of construction;
- Certified Building Official Certification preferred;
- Certified Plans Examiner preferred;
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

DRUG AND ALCOHOL TEST REQUIRED

- The Town of Winfield is a Drug Free Workplace. Therefore, a post offer, pre-employment alcohol and drug screen is required.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview(s) and reference check; job related testing may be required.

The duties listed above are intended only as illustrations of the various types of work that 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 of the position. In addition to the duties and responsibilities listed hereinabove, the employee in the Job Position Description shall further be responsible for and required to undertake any specific statutory or other legal duties and responsibilities required of the job position. Reasonable accommodations may be made to enable individuals with disabilities, as defined by the Americans With Disabilities Act, as amended, to perform the essential functions as identified hereinabove.

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