

## Position Description Town of Whiteland

<b>Position title:</b>	Building Inspector	<b>Job Classification</b>	Non-Exempt
<b>Department:</b>	Administration	<b>Position Type</b>	Full-Time
<b>Work schedule:</b>	Monday - Friday, 8am – 5pm		
<b>Salary Range</b>	Up to \$59,000	<b>Supervisor</b>	Director of Administration
<b>Job Purpose</b>	Responsible for performing building inspections, enforcement of State and Town building codes regarding building construction and occupancy.		

### **DUTIES AND RESPONSIBILITIES**

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Adhere to strict confidentiality and highest ethical standards.
- Inspects new and remodeled residential, commercial, industrial, and other structures for compliance with building codes and state and local regulations, including, but not limited to, inspecting footings, framing, heating and air conditioning, plumbing, electrical, insulation, as needed
- Interacts daily with contractors and/or developers on several Town projects, residential, commercial and industrial projects during construction to ensure installation of improvements per approved plans, Town standards and specifications as well as state and federal codes
- Maintain accurate inspection logs, report to supervisor, and communicate with developers regarding problems
- Assist Building Commissioner with various functions as assigned, such as reviewing and issuing building permits, and interpreting building codes
- Attend and participate in various meetings as needed or assigned by Supervisor
- Prepares and makes public speaking presentations, and occasionally provide expert testimony in legal proceedings
- Performs other duties as assigned by Supervisor or the Director of Administration

### **JOB REQUIREMENTS**

- High School Diploma or GED.
- Minimum 2 years of experience in building inspection.
- Valid Driver's License with demonstrated safe driving record.
- Thorough knowledge of and ability to make practical applications of local and state building codes and zoning ordinances and working knowledge of building construction practices.
- Ability to effectively communicate orally and in writing with co-workers, other Town departments, contractors, builders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to read and interpret detailed prints, blueprints, sketches, and specifications, and prepare detailed documents and reports as required.
- Ability to work with computers, mobile devices, and other GIS compatible instruments and software.
- Ability to occasionally work extended hours and travel out of town for training.
- Ability to work outdoors in the field that involve sitting/standing/walking for long periods, walking on uneven ground, lifting/carrying equipment weighting under 50 pounds, close/far vision, color/depth perception, hearing sounds/communication, stooping/kneeling/crouching/crawling, and handling/grasping/fingering objects. The employee is periodically exposed to varying weather conditions and physical hazards normally associated with construction sites and driving.
- Must be willing to take periodic building code educational classes.

Terms of Employment for this position are to maintain the policies and procedures outlined in the Town of Whiteland Employee Handbook.

Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The Town of Whiteland is an "at will" employer and has the right to terminate the employment relationship at any time.	
	Employee Signature:
	Date:
Approved By:	