



Job Posting: Building Inspector/Code Enforcement Officer

Job Description:

Title: Building Inspector/Code Enforcement Officer

Department: Planning

Supervisor: Planning Director

Type of Position: Full-time

Hours: 40 hours/week, M-F, 7 am to 4 pm, Non-exempt

Overtime required: Yes, which may include weekends and holidays

Purpose of Position:

The Building Inspector/Code Enforcement Officer is responsible for performing building inspections on commercial and residential structures, enforcing various sections of the Pendleton Code of Ordinances and the Pendleton Unified Development Ordinance, and enforcing FEMA floodplain regulations.

General Duties and Responsibilities:

The general duties and responsibilities of the Building Inspector/Code Enforcement Officer include but are not limited to the following activities:

- Inspecting site for conformance with town codes, building codes, and fire codes.
- Issuing permits and Certificates of Occupancy.
- Issuing town/building code violation citations and stop orders in accordance with the established methods and procedures under the code.
- Investigating cases involving site/building changes, town/building code violations, and initiates contact with responsible parties.
- Enforcing FEMA floodplain regulations from project application through to final inspection.
- Making field inspections, taking photographs, taking notes of site conditions, drawing rough sketches of site, documenting evidence and giving testimony in court and/or hearings.
- Documenting inspections by writing reports and initiating notice to responsible parties explaining the terms to achieve compliance.
- Inspecting businesses for town/building code compliance.
- Reviewing deeds and legal descriptions, and verifying information using software such as Geographic Information System (GIS) and AutoCad.
- Posting notices of public hearings.
- Performing field checks to determine conformance with conditions of rezoning, development plans, subdivision plats, permits, and special use permits.
- Maintaining records of inspection activities and submits written and oral reports on results of investigation findings.
- Creating and updating case files and maintaining long term case management from initial contact through legal resolution.
- Answering questions regarding the status of town/building code violation cases, and providing the general public with technical information pertaining to town/building codes and land use.
- Working closely with the public to resolve town/building code violations in a sometimes hostile environment.
- Working closely with other departments to coordinate resolution of issues involving violation of town/building codes.

- Conducting detailed research of computer records, databases, and archives to determine permit and property use histories, property ownership, responsible parties, and legal contacts.
- Studying maps, legal descriptions, and other records to determine correctness of information on applications.
- Reviewing plan specifications and technical materials to determine compliance with town/building codes.
- Scheduling meetings with contractors and the public.
- Attending all trainings and meetings as required.
- Assisting in researching, drafting, and rewriting municipal codes.
- Participation in local and state initiatives, task forces, events, and related professional committees.
- Participation in public outreach efforts including tours for school groups, civic groups, government agencies, scout groups, and others as requested.
- Performing general maintenance of Town Hall.
- Assisting in preparing and maintaining records and reports.
- Providing content as needed for the Town's website and social media.
- Coordinating and effectively communicating orally and in writing with co-workers, the Town Manager, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Maintaining strict confidentiality regarding Town issues.

Employee may also have to fill other duties as assigned by the Planning Director. This position will be subject to all the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.

Job Requirements:

- Applicants must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.
- Applicants must have a high school diploma or equivalent.
- Applicants must have good ethics and a dependable attendance record.
- Applicants must have computer experience in Microsoft Word, Outlook, Excel, and Access.
- Preferred applicants will have their home inspector license or be willing to obtain a home inspector license within two years of hire.
- Preferred applicants will have their Certified Fire Inspector certification or be willing to obtain a Certified Fire Inspector certificate within two years of hire.
- Preferred applicants will have knowledge of FEMA floodplain regulations and elevation certificates.
- Preferred applicants will have computer experience in Geographic Information Systems (GIS) and AutoCad.
- Preferred applicants will have experience working with the public.

To Apply:

Interested applicants are invited to submit a letter of interest, resume, and application by 4 pm on July 31st, 2020. Applications can be found on the Town of Pendleton's website at www.town.pendleton.in.us. Materials can be submitted by mail, email, or hand delivered to the following address:

Scott Reske, Town Manager
 100 West State Street
 PO Box 230
 Pendleton, IN 46064
sreske@town.pendleton.in.us

Resume attached? Yes ___ No ___

Salary desired: \$ _____ per _____ (specify hour, week or year)

Schedule desired: Full Time ___ Part Time ___ # of Hours Per Week ___

Could you work overtime? Yes ___ No ___

What date could you start work? _____

Could you travel if required by this position? Yes ___ No ___

Education

High School

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

College

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

College

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

Graduate School

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

Previous Employment

List your current or most recent employment first. Include work related internships, military and volunteer work.

Current Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

References

Name _____ Title _____
 Company _____ Phone _____
 Relationship _____ # of Years _____
 Mailing Address _____

Name _____ Title _____
 Company _____ Phone _____
 Relationship _____ # of Years _____
 Mailing Address _____

Name _____ Title _____
 Company _____ Phone _____
 Relationship _____ # of Years _____
 Mailing Address _____

Releases and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information by the Town of Pendleton and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

 Initials

All hiring and employment at the Town is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by the Town of Pendleton has no specific term and may be terminated by the employee or the Town with or without notice. I acknowledge that the Town of Pendleton has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with the Town, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to the Town of Pendleton. I agree to release and hold harmless the Town of Pendleton from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with the Town may be terminated.

Applicant's Signature

Date

Home Addresses (for the last 7 years, list most current first -- use back for more space):

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Check here if there are addresses listed on back _____