



Town of Long Beach, Indiana POSITION DESCRIPTION

TITLE: Building Inspector

FLSA STATUS: Non-Exempt

JOB STATUS: General Part-Time

REPORTS TO: Building Commissioner

DATE: January 1, 2021

SUMMARY/OBJECTIVE:

The purpose of the Building Inspector is to perform inspections of construction plans, buildings and building systems to ensure compliance with applicable building codes.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspect structures to ensure they are up to code and comply with ordinances.
- Identify and document violations.
- Ensure repairs or alterations are performed correctly.
- Visit site during first phase of construction to make initial inspection.
- Follow up with additional inspections during each phase.
- Take accurate and detailed notes on what is being erected.
- Conform building complies with ICC codes.
- Monitor compliance with additional safety regulations in areas vulnerable to natural disasters or bad weather.
- Inspect structural quality and safety of building, including steel and reinforced concrete structures.
- Examine plans to ensure structure complies with building codes.
- Inspect condition of the soil, depth of footings, and the pouring of foundations.
- Make final visit and green-light building for occupancy or document list of alterations.
- Examine building for fire safety.
- Inspect electrical systems and equipment.
- Examine sound and security systems, wiring, lighting, and generators.
- Inspect wiring for air conditioning and heating systems and appliances.
- Ensure foundation is not crumbling.
- Assess the conditions of homes.
- Report violations of building codes.
- Inspect roofs and siding, garages, plumbing, and AC systems.

EDUCATION, KNOWLEDGE AND EXPERIENCE:

- High school diploma or GED.
- Indiana Registered Architect, Indiana licensed Professional Engineer, licensed and 2010 S-1872T-1 ZONING CODE ' 154.149 qualified general contractor, or Certified Building Inspector/Administrator preferred.
- Three (3) to five (5) years of experience that includes building inspection, mechanical systems, building construction or building trades required.
- Computer skills and knowledge of relevant software.
- Knowledge of the terminology used in the building construction field.
- Knowledge of measuring devices such as engineers scale and architect's scale.
- Knowledge of building codes in force in the State of Indiana.

SKILLS AND ABILITIES:

- Ability to read and interpret construction plans, specifications, maps and to make basic arithmetic calculations.
- Ability to work safely.
- Ability to establish and maintain effective positive working relationships with building department customers, employees, other Town departments and the general public.
- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

SUPERVISORY REPONSIBILITIES:

There are no supervisory responsibilities for this position.

TOOLS AND EQUIPMENT USED:

- computer,
- calculator
- fax machine
- printer/scanner/copier
- telephone
- engineers scale
- architect scale
- electrical testers

WORK SCHEDULE:

The Building Inspector works on an as-needed basis (20 hours per week) to meet and maintain building schedules, building permits and building code compliance.

WORK ENVIRONMENT:

- In office
- In vehicles
- Outdoor settings
- In all weather conditions including weather extremes
- The noise level is usually quiet in office settings and loud at construction sites

PHYSICAL DEMANDS:

- Sit
- Stand
- Talk and listen
- Use hands and fingers
- Handle or operate objects, tools, or controls
- Reach with hands and arms
- Able to lift at least 30 pounds
- Occasionally required to: climb or balance; stoop, kneel, crouch, or crawl
- Taste or smell
- Close vision, distance vision, color vision, depth perception

Reasonable accommodations may be made to enable individuals with disabilities to meet the physical Demands.

TRAVEL REQUIRED OUTSIDE OF LONG BEACH:

Not required

DISCLAIMER:

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 logical assignment to the position.

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