

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Building Inspector/Permit Technician
DEPARTMENT: Planning & Building
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: January 2022

STATUS: Full-time

FLSA STATUS: Non-exempt

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

Incumbent serves as Building Inspector and Permit Technician for the Planning & Building Department, responsible for enforcing local building and zoning ordinances and issuing permits. Work is performed under supervision of the Planning Director and the Building Commissioner. The ideal candidate will be interested in pursuing various training, certification, and professional development opportunities.

DUTIES:

Serves as secondary commercial and residential building inspector to inspect new and remodeled structures for compliance with building codes, state, and local regulations including but not limited to the inspection of footings, foundations, framing, heating and air conditioning, plumbing and electrical as needed. Also inspects commercial projects for compliance with sign, landscaping, and zoning requirements.

Serves as point of permit customer contact. Provides the public with information relating to City Code of Ordinances and Indiana Building Code, guidance through permit application process and responding to citizen/customer questions and complaints.

Reviews Improvement Location Permit applications for completeness and compliance to local and state zoning and building regulations. Issues Improvement Location Permits, Utility Permits, and Sign Permits completing data input into the City's permitting system database, and routing electronic plans and documents to City departments.

Maintains various computer databases of current and past years of all permits issued, completed building inspections, active contractor and lot inventory. Maintains and completes housing and urban development records for outside sources such as the US Census, Dodge Reports, and local permit data companies.

Receives and responds to correspondence from builders, contractors, and the public. Issues building and zoning violation letters and follows up on enforcement. Periodically answers telephones and makes photo copies as needed. Assists Building Commissioner in scheduling and preparing daily building inspections.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High School Diploma or GED, supplemented by a minimum of three years experience in permit issuance, zoning compliance, code enforcement, or related field.

Ability to meet all department hiring requirements.

Ability to make practical application of local and state building codes and ordinances and working knowledge of building construction and occupancy.

Ability to read, interpret, and review detailed prints, plans, sketches, and specifications.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare documents/reports and properly operate office equipment, including computer, calculator, copier, printer, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other City departments and officials, state building organizations, and members of the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to plan and layout assigned work projects, and work alone and/or with others in a team environment with minimum supervision, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written format.

Ability to occasionally work extended hours.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work is broad in scope with many variables or considerations. Incumbent uses independent judgment in interpreting and applying various state and local codes to specific situations.

III. RESPONSIBILITY:

Incumbent applies standardized department policies and procedures to individual cases for which desired results are clearly specified. Incumbent refers unprecedented situations to supervisor. Work is periodically reviewed for technical accuracy and adherence to guidelines.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments and officials, state building organizations, various boards/commissions and community organizations, and members of the public for the purposes of rendering services, including explaining and interpreting policies and procedures and enforcing codes and ordinances.

Incumbent reports directly to Planning Director and Building Commissioner.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties outdoors and in the field, and periodically in a standard office environment, involving sitting/standing/walking for long periods, walking on uneven ground, lifting/carrying equipment weighing under 50 pounds, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is periodically exposed to varying weather conditions and physical hazards normally associated with construction sites and driving. Incumbent occasionally works extended hours and serve on 24 hour call in case of emergency.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Building Inspector/Permit Technician in the Planning & 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