

Job Description

Grant County Building Official

Department: Grant County Area Plan
Report To: Area Plan Executive Director
Classification: Non-exempt

Local Mandate:

Section 1.16 – Grant County Building Official (Chapter 18)

1. The Grant County Building Official may also be referred to as the Building Inspector
2. The Building Official is responsible for the administration of the Grant County Building Code, located within the Grant County Areawide Zoning Ordinance, including, but not limited to, the issuance of building permits and conducting the necessary building inspections, and the determination of hazardous or life threatening situations.

Primary Purpose of the Job: The building official is an appointed public officer responsible for the various codes regulating construction, use or occupancy of building and structures, public or private. The building official's primary responsibility is to assure that the safety and health of the public is maintained through adherence to those requirements established by law in the construction or use of every building in the County and those communities with the Area Plan. This includes building in which people live, eat, sleep, play, work worship, study, recuperate or are entertained. The duties of the building official are to organize, plan, coordinate, train, direct, control, review, and to represent his municipality as its expert in the field of code administration and enforcement.

Essential Duties:

Function #1; Coordinates and assists in the inspection of all new and remodel construction ensuring compliance with the Indiana State building codes, ICC guidelines, Uniform Plumbing Code, National Electrical Code, County specific ordinances and Federal accessibility guidelines as outlined in the Americans with Disabilities Act Accessibility Guidelines. Associated with code enforcement is the written and visual documentation of inspection results. Ensures access to all structures by fire and emergency vehicles. Interacts with builders and contractors, acting as a consultant, assisting them in the safe completion of their job.

Function #2: Performs administrative duties including;

- Development and maintenance of a departmental operations manual outlining appropriate new amendments to State Building codes as they are approved in accordance with applicable Federal/ State and County guidelines.
- Management of deputized Inspectors and office personnel to include training, scheduling, work assignment, praise and interpolations of current code.
- Acts as key Building Department contact for outside entities such as the Utility companies, OSHA inspectors, and Police, Fire Marshall, EMS and alarm companies.
- Maintaining mandatory records and preparing required inspection reports.

Function #3: Safety

Recognizes, practices, and enforces safety rules and procedures when performing any and all tasks associated with this position.

- Recognize, avoid, and report unsafe acts.
- Use required safety apparel.
- Strict commitment to personal safety and the safety of coworkers.
- Applies working knowledge of safety rules and procedures, wears all required safety apparel and reports all unsafe acts, conditions, accidents and injuries in writing and verbally, to Executive Director.

Key Routine Duties:

- Compares site plan with on-site setbacks for compliance before issuing of permit. Also, for sign location compliance.
- Clearly notifies contractor of code violations with written compliance report at the time of inspection.
- Inspects previously occupied buildings, spaces or suites for code compliance; with latest testing information, approve inspected areas for certificates of occupancy.
- Performs unsafe structure inspection using department approved checklist.
- Legally establishes unsafe structure determination based on written findings of fact.
- Perform re-inspection when codes are violated or not met.
- When finished inspecting, updates the inspections in computer system.
- Attends appropriate construction code classes, seminars and other training.
- Monitors permits to insure proper inspections and codes are being complied
- Monitors and performs department vehicle maintenance, i.e. oil changes, clean up.
- Responds to questions and complaints regarding codes and regulations, inspection schedules, inspection results and code compliance requirements.
- Critiques building plans for code compliances when brought in for inspection
- Receives code enforcement requests and complaints concerning code violations; stops illegal work in progress, identifies and documents building, health, and zoning violations.
- Issues code enforcement notices to comply.
- Performs windshield field inspections for code violations, and follows up on all corrective action by code enforcement and re-inspecting sites to assure corrections have been made.
- Maintains construction/building inspection files and logs
- Coordinates inspection-related activities with contractors and utility companies, gas, electrical and plumbing.
- Takes photographs and gathers all information necessary for code enforcement or legal disputes
- Testifies as a “expert witness” in court as necessary

Other Duties;

Other duties as requested by the Executive Director and in helping with the various inquires and complaints from the public on improper usage and care of properties.

Required Experience:

- Computer skills and familiarity with industry related software. A minimum of 5 years experience as a Certified ICC Residential Combination Inspector (Structural, Electrical, Plumbing and Mechanical certifications). Physically able to navigate in, over, under and around structures, including confined spaces, for the purpose of doing inspections. Communication skills (both written and verbal) are essential. General computer skills are necessary. Organizational, interpersonal and communications skills are essential.

Required Education;

- Required Certifications: Combination Residential Inspector through the International Code Council (ICC). Required educational commitments must be maintained for continued certifications of; Residential; Structural, Electrical, Mechanical and Plumbing. At least a High School diploma with some advanced College recommended.

Machines, Tools, Work Aids and other related equipment used:

- Computer, scanner, digital camera, hand tools, and measuring devices. Building Codes Handbooks, Microsoft Office products and industry related software such as 2000 International Plumbing code, 2006 National Electric code, ladders, hand tools and measuring devices. Unsafe structure, Stop Work orders and Violations of Code forms and any other tools needed to correct the unsafe conditions.

Working Conditions:

- The working environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- The physical demands of described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Safety Hazard;

Minimal hazards. General office and field work conditions. Construction site protocols.