

**POSITION DESCRIPTION  
COUNTY OF FRANKLIN, INDIANA**

**POSITION:** Building Inspector  
**DEPARTMENT:** Area Planning and Building  
**WORK SCHEDULE:** 8:30 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** December 1996

**STATUS:** Full-time

**DATE REVISED:** August 2009

**FLSA STATUS:** Non-exempt

To perform this 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. Franklin County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Building Inspector for the Area Planning and Building Department, responsible for inspecting A buildings framing, electrical, plumbing, HVAC and related construction to assist in enforcing state and County codes.

**DUTIES:**

Processes applications for building and related permits, such as plumbing, HVAC and electrical, including reviewing construction blueprints/plans, performing on-site inspections before, during and/or after construction to determine compliance with applicable codes and standards, entering information on computer, and submitting information to Director for issuing/denying permits.

Performs various related inspections, such as culverts, electrical meter bases for temporary and permanent service, and gas piping and related parts.

Receives and investigates complaints of alleged violations of various codes, including performing on-site inspections, taking photographs, notifying violators and discussing/negotiating resolution.

Researches legal descriptions in Auditor's office as needed. Prepares and submits various reports as required, such as mileage, gasoline and completed inspections.

Assists in answering telephone, taking messages, scheduling inspections, responding to inquiries and providing information and assistance.

Maintains current knowledge of applicable state and County codes by regularly reviewing/studying codes, standards and related revisions, and periodically attending training sessions. Disseminates information orally and in writing to construction contractors and the public.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

High school diploma or GED. Associate Degree in building construction technologies, various building trades, or related area preferred.

Thorough knowledge of and ability to make practical application of state and local building codes, including International Mechanical, Building, and Fire Codes, National Electrical Code, Uniform Plumbing Code, and IRC One- and Two-Family Dwelling Code.

Ability to read and interpret detailed prints, specifications and maps, and make arithmetic calculations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, property owners/developers, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

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 understand, memorize, retain, and carryout written or oral instructions and present finding in oral or written form.

Ability to occasionally provide expert testimony in legal proceedings as required.

Ability to physically perform essential duties of the position, including standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, bending at waist, crawling in crawl spaces, reaching, handling/grasping objects, close vision and climbing ladders.

Ability to occasionally work evening hours and occasionally travel out of town for training, sometimes overnight.

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

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope and impact, involving many variables and considerations. Incumbent uses a wide variety of state and local codes, ordinances, legal procedures and professional expertise to ensure properties are in compliance with building requirements, exercising independent judgment in interpreting precedents and applying codes to varying situations. Incumbent refers to supervisor for unusual matters, such as policy interpretations of codes.

## **III. RESPONSIBILITY:**

Incumbent makes independent decisions regarding status of building structures, discussing unusual situations with supervisor at incumbent's discretion. Work is periodically reviewed for technical accuracy and compliance with legal requirements. Incumbent's decisions have considerable impact on builders and property owners and errors in decision could result in possible litigation against the County.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, property owners/ developers, contractors and the public for purposes of exchanging and explaining information, and interpreting policies and procedures.

Incumbent reports directly to Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in an office environment and in the field involving driving to/from inspection sites, standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, bending at waist, crawling in crawl spaces, reaching, handling/grasping objects, close vision and climbing ladders. Incumbent may be exposed to inclement weather, extreme temperatures, traffic, vicious dogs and normal hazards associated with construction sites. Safety precautions must be followed at all times to avoid injury to self or others. Incumbent occasionally works evening hours and occasionally travels out of town for training, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Building Inspector for the Area Planning and 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