

## **POSITION OPENING**

### Building Inspector

The Building Inspector shall serve on a part time, contractual basis and be paid \$20 per inspection + mileage reimbursement. Additionally, the building inspector will be paid \$20 per plan review, when applicable.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Building Inspectors shall be responsible for:

- Inspect all buildings to ensure they are in compliance with Town, State, and Federal Building codes. Buildings to be inspected include: businesses, schools, nursing homes, single and multiple family dwellings, apartments, government buildings, churches, office buildings, all structures stationary and man-made, portable storage construction or office movables.
- To perform a variety of tasks associated with advanced technical building inspection and preliminary plans examining work; to enforce building codes, regulations and ordinances for both residential and commercial construction.
- Inspect residential and commercial buildings during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary.
- Inspect ditch work, foundation work, footing work, high rise construction, piling construction, sub-basement construction, installations, and a large variety of other complex and routine building system elements for both residential and commercial construction. Materials to be inspected include, but are not limited to; concrete, steel, masonry, wood construction, framing, plastering,
- Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.

## **REQUIRED MINIMUM QUALIFICATIONS**

- 15 years experience in construction and code compliance
- 5 years prior knowledge and demonstrated experience in the following areas
  - o Building inspections including principles and techniques
  - o Pertinent federal, state and local laws, codes and regulations
  - o Detecting code violations within all required building construction

Please send resume, cover letter, and three work related references to Town Hall, attention Howard Fink, Town Administrator, 7820 Broadway, Merrillville, IN, 46410 or email [hfink@merrillville.in.gov](mailto:hfink@merrillville.in.gov) and reference building Inspector search in the subject line. Deadline for submittals is noon, August 26<sup>th</sup>.