

The Henry County Commissioners have a full-time position for Building Inspector. This is a full-time, 35 hour per week, position, as a non-exempt status. The incumbent will serve as Building Inspector for the County Commissioners, responsible for enforcing federal, state and local building codes. This position pays \$43,935, annual salary. Benefits are available after probationary period.

Any interested person can apply by completing the attached application, provide a cover letter and submit a resume. The requested documents are to be sent via email, with "Building Inspector Job Application" in the subject line to abankson@henryco.net, or sent US Mail to: Henry County Commissioners; Building Inspector Application; 101 South Main Street; New Castle, IN 47362. Applications will be accepted up to Friday, October 25, 2019 at 3:00 p.m.

For additional information regarding the job duties and requirements a job description is attached for view.

Henry County Government Offices is an EEO employer

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

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

DATE WRITTEN: October 1997 **STATUS:** Full-time
DATE REVISED: **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Building Inspector for the County Commissioners, responsible for enforcing federal, state and local building codes.

DUTIES:

Processes applications for building and related permits, such as plumbing, heating 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, and issuing permits as appropriate.

Receives and investigates complaints of alleged violations of federal, state and local building codes, including performing on-site inspections, interpreting/applying codes, determining appropriate action, notifying violators, and discussing/negotiating resolution. Periodically initiates legal action for unresolved violations, such as halting construction, notifying legal counsel, and/or testifying in court as required.

Inspects deteriorated and damaged structures, such as buildings damaged by fire and natural disasters, and initiates action to protect public safety as needed, including researching and notifying owners, and ordering board-up, renovation or demolition as appropriate. Monitors demolition for compliance with codes, including ensuring purchase of permits, proper disposal of structural and hazardous materials, and grading of site.

Maintains detailed records, such as inspections, correspondence and related actions, and compiles and prepares reports as required or requested.

Processes applications for various contractor licenses, including giving tests, completing forms and issuing licenses.

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