

BUILDING & ZONING OFFICIAL JOB DESCRIPTION

Reports To: Planning Director

Status: Salary Exempt

Salary Range: per week (based on qualifications)

JOB SUMMARY:

The responsibility of the Building & Zoning Official is specialized technical work in the review and issuance of permits; inspections of residential & commercial/industrial buildings; and enforcement of zoning and other land use codes.

Work involves providing information, conducting field inspections, issuing permits, investigating potential violation and issuing citations, referring to zoning maps and plats, researching property legal information and technical work regarding the Town of Edinburgh's Zoning Codes, Comprehensive Plan, land uses and related municipal ordinances, and policies.

ESSENTIAL JOB FUNCTIONS AND DUTIES: include the following: other duties may be assigned.

- Provide information and assistance to the general public, contractors, architects, other employees.
- Assist the public by providing information for all applicable permit processes, requirements, and other items, explain in common terms complex building code regulations and processes and provide referrals to the proper agencies.
- Perform plan review of residential and commercial/industrial construction project applications to determine compliance with applicable building code & zoning provisions.
- Conduct site visits to complete inspections of commercial and residential construction.
- Record and document all inspections.
- Investigate complaints of alleged violations to Town Zoning and nuisance regulations, documenting findings, with written and photographic records.
- Prepare violation notices and abatement orders for any property found in violation of the Town's Zoning Ordinances and mediate correction of violations. Communicate with property owners and complainants concerning violations or allegations.
- Maintain complete and accurate official records of all investigations and activities, including complaints of violations, photographs of violations and all action taken.

- Conduct factual research and negotiate maintenance on delinquent and abandoned, unkept properties and unsafe buildings
- Discuss plans with architects, engineers, contractors, and property owners.
- Review for approval all development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals.
- Evaluate environmental information (including Floodplain) and recommend mitigation measures to reduce adverse impacts of development.
- Serve when needed as a member of a planning task force composed of Town/City, County or State groups.
- Perform other duties as assigned to assist the Planning Department and the Town Manager.

QUALIFICATIONS:

- Associate degree from an accredited college or university preferred, or equivalent experience in building inspections and code enforcement.
- Must possess and retain a valid Indiana driver's license and be insurable through the Town's insurance carrier.
- Must possess a knowledge of principles and practices of residential, commercial, and industrial building construction.
- Must possess a thorough knowledge and application of building codes.
- Strong written and oral communications and relational skills.
- Public relations and customer service, including ability to deal with persons under adverse conditions.
- Possess high degree of computer literacy including proficiency with Microsoft Word, Excel, PowerPoint, and permitting/code enforcement software.
- Must possess an ability to understand all aspects of the Town Ordinances, Zoning Codes, policies and procedures and nuisance regulations.

- Ability to interpret technical designs, plans, drawings, and blueprints.
- Ability to read and understand site plans, survey plats and construction drawings, floodplain maps, as well as other types of maps and development plans.
- Ability to analyze issues and render difficult recommendations or decisions.
- Ability to communicate effectively, both in writing and verbally.
- Ability to establish and maintain cordial and effective working relationships.
- Possess strong organizational skills
- Dependability and punctuality in attendance
- Ability to set forth positive professional image.

WORKING CONDITIONS:

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Holidays, Paid-time-off (PTO) and overtime policies are detailed in the Town's Personnel Policy.

Job is generally performed in a climate-controlled, smoke-free, drug-free office environment with frequent exposure to extreme weather conditions while outdoors conducting inspections, and site violation investigations. Position may require the following abilities: Sit for extended periods of time; ability to stand, walk, bend, climb, lift, carry, push, pull or otherwise move items weighing up to 25 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; ability to work under pressure in meeting deadlines; using hand(s) for simple or firm grasping, typing, fine finger manipulation, reading a computer screen. This position requires frequent on-site inspections including in tight spaces and in unimproved and off-road areas.

The Town of Edinburgh is a Drug Free Workplace, successfully passing a post offer drug screen is required and random drug testing may be conducted after employment.

Background checks producing acceptable BMV and criminal history reports are required. Salary is based on experience as well as a benefit package including health, life insurance and Indiana Public Retirement System (INPRS).