

TOWN OF EDINBURGH
BUILDING & ZONING OFFICIAL

JOB DESCRIPTION/RESPONSIBILITIES

- Complete familiarity with zoning and building codes
- Town liaison with developers, property owners, and the public
- Assist with Floodplain Management, staff advisor for property owners
- Consult and Advise residence of procedures regarding permits
- Assist in issuing building permits and recording
- Maintain records of Inspections
- New construction and renovation inspections
- Assist in the review of land development plans
- Review and make recommendation regarding the Towns Building Code
- Assist and advise relative to plats, re-plats, & subdivision requirements
- Assist in zoning requests
- Responsible for zoning enforcement and coordination with other Town enforcement functions
- Maintain accurate records
- Assist in Plan Commission and Board of Zoning Appeal process
- Serves as staff advisor on committees and boards
- Assist in annexation, vacating public ways, and other Indiana code procedures
- Assist in grants as requested
- Responsible for current and long-term projects and related work as required
- Assist the Building Commissioner and Town Manager as requested
- Other duties as assigned

The Town of Edinburgh is a Drug Free Workplace, successfully passing a post offer drug screen is required and random 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).