



JOB DESCRIPTION

Title: Combined Building Inspection/Code Enforcement/Town Facility Maintenance Operator

Supervisor: Town Council

Applications Opening Date: *Immediately*

Applications Closing Date: *August 15, 2025*

Status: Full Time, Salary (Exempt)

Salary Range: \$45,000 - \$60,000

Duties and Responsibilities:

1. Building Inspection Duties

Under the direction and supervision of the Town Council, the Building Inspector is responsible to ensure via inspections that all building construction and remodels meet minimum life safety standards and adheres to building codes and related codes (Plumbing, Electrical, Mechanical, etc.). Specific duties follow:

- a. Shall review plans for compliance with building codes and related codes (Plumbing, Electrical, Mechanical, etc.). Plan Review includes but is not limited to: New construction (Single-Family Residential, Multi-Family, Commercial, Industrial, Institutional), accessory buildings (garages, large sheds, etc.), remodels / Change of Use Permits, Electrical only permits, sign permits (if electrical is included).
- b. Performs the typical following inspections: Footing, Underslab, Rough-In/MEP, Final.
- c. Directs and signs off on all final inspections.
- d. Issues all Certificates of Occupancy.
- e. Performs all administrative functions of the Building Inspection Department including processing permit applications, issuing permit placards, documenting all inspections, updating tracking software and compiling/submitting monthly permit issuance reports to Boone County officials and the US Census.

2. Code Enforcement Duties

Under the supervision of the Town Council, responsible for ensuring compliance and enforcement of appropriate municipal codes and ordinances through onsite inspection and investigation. Specific Duties Follow:

- a. Governs compliance through research, use of zoning, and/or municipal-related codes and ordinances.
- b. Performs regular and random field inspections to ensure compliance with all municipal codes and ordinances including building permit violations.
- c. Issues stop work orders for projects that are underway, require a building permit but have not applied for or received their permit to proceed.
- d. Receives complaints or concerns provided by employees, residents, or others regarding code and ordinance violations; investigates the complaints to determine if a violation exists.
- e. Notifies property owners of violations and communicates the compliance process.
- f. Prepares written notifications of violations to the property owner.
- g. Follows up on violations to ascertain compliance.
- h. Works with the Town Marshall to issue and record citations and submits appropriate paperwork when property owners do not comply with regulations.
- i. Maintains accurate and organized electronic and/or paper records of violations, notifications, and citations.
- j. Produces regular reports, e.g. monthly, quarterly, yearly, etc., as requested by the Town Council and/or the Planning Commission.
- k. Reviews code and ordinance enforcement procedures and penalties and recommends amendments, as necessary.
- l. Attends Planning Commission meetings.
- m. Works with the Town Marshall to enforce the abandoned vehicle ordinance.
- n. Checks with the Utility Director for any utility work that needs to be done, when code and ordinance enforcement duties are slow.
- o. Completes administrative duties to include: attending meetings, bookkeeping, reviewing reports, completing various reports, answering inquiries, etc., as needed.
- p. Act as the town's ADA compliance officer.

3. Facility/Infrastructure Maintenance Duties:

Under the supervision of the Town Council and Parks Board, maintains all municipal buildings, the municipal park, the Big 4 Trail and accessible stormwater collection infrastructure (street gutters, inlets, catch basins, ditches).

- a. Cleans all debris from street gutters
- b. Cleans all obstructions from stormwater inlets.
- c. If safe to access, cleans all stormwater catch basins.
- d. If safe, cleans all stormwater ditches.
- e. Performs light maintenance work on town owned restroom facilities including the facilities at the park.
- f. Performs light maintenance work on town hall and police station facilities including changing light bulbs, furnace filters, painting, etc.
- g. Mow/maintain landscaping at town hall.
- h. Mow and maintain landscaping at the park.
- i. Mow and maintain landscaping at the Bid 4 Trail Head.
- j. Mow and maintain the Big 4 Trail right of way.
- k. Mow all other rights of way.

4. Other duties as assigned.

Job Environment:

Incumbent performs the duties sometimes in an office environment but mostly in the field involving driving to/from work sites, sitting and walking at will, standing/walking over uneven terrain, bending at waist, close and far vision, and exposure to inclement, hot and cold weather conditions, traffic and normal hazards associated with construction sites. Safety precautions must be followed as necessary to avoid injury to self or others.

Recommended Minimum Qualifications:

1. Previous experience as a Building Inspector or Construction Foreman/Superintendent for a homebuilder or other private company.
2. Must be knowledgeable of building code requirements.
3. Minimum high school diploma and some trade school experience or completion.
4. Must have professional certifications in residential and commercial inspections within one (1) year of employment.

ADA Compliance:

1. **Physical Ability:** Tasks require the ability to exert some physical effort in inspections including crouching, crawling, or climbing. Office tasks may involve extended periods of time at a keyboard or workstation.
2. **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
3. **Environmental Factors:** Essential functions are regularly performed with some adverse environmental conditions (hot and cold weather conditions).

The Town of Thorntown, Indiana is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.