



City of Greenwood – Senior Building Inspector

Job Title:	Senior Building Inspector	Job Category:	Non-Exempt
Department/Group:	Community Development Services	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	Yes; Local
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Supervisor:	Building Commissioner
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for performing residential and commercial building inspections, enforcement of State and City building codes regarding building construction and occupancy, assisting with preparation and update of City maps, and maintaining various land development records.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook
- Assist with drafting and updating various City maps
- Operate computer-aided-drafting equipment, and maintain organized records and files as required, such as development plans, plats and maps
- Inspect public improvements during construction in residential and commercial subdivisions and other developments, including maintaining accurate inspection logs, reporting to supervisor, and communicating with developers regarding problems
- Attend and participate in various meetings as assigned
- Assist in compiling data, conducting surveys and performing related technical duties as needed in developing and/or updating various Department reports
- Research official records and documents at the Johnson County Courthouse, and write and/or verify legal descriptions of land parcels pertaining to zoning, annexation, subdivisions and other projects
- Maintain current knowledge of planning trends and activities in other communities by reading professional publications and periodically attending conferences and seminars;
- Assist Building Commissioner with various functions as assigned, such as reviewing and issuing building permits, interpreting building codes and inspecting buildings during construction;
- Assist City Engineer with inspections of Municipal facilities for compliance with Municipal Separate Storm Sewer System regulations;
- Perform other duties as assigned

Job Requirements:

- **Education:** High school diploma or GED, with either an Associate Degree in architectural drafting, construction technology or related area
- **Experience:** ten (10) years related experience
- **Skills and Abilities:** Ability to make simple arithmetic calculations, compute and calculate results of tests, and maintain accurate records; read and interpret detailed prints, specifications, property legal descriptions, plats, maps and aerial photographs; work with others in a team environment, plan and layout assigned work projects, and understand and follow oral and written instructions; perform a variety of drafting, record keeping, and research duties according to



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Department goals and objectives and technical specifications, and provide a valid Indiana driver’s license. Must have working knowledge of, and ability to make practical application of, Department policies and procedures, federal and state laws and local ordinances regarding zoning, subdivision control and land development; Working knowledge of local topography, including roads, subdivisions and drainage, and ability to properly use various drafting tools, computer, plotter and software. Proficiency with AutoCAD and/or ArcGIS software is required.

- **Physical:** Able drive an automobile. Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and occasional lifting and carrying objects weighing up to 150 pounds. Required to bend, crouch, kneel and grasp objects and able to tolerate adverse weather and extreme temperatures. May be required to work extended, evening or weekend hours.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: