

Town of Munster, Indiana Position Description

Title:	Multi-Discipline Inspector	FLSA Status:	Exempt
Department:	Town Manager	Position Status:	Full Time
Date Prepared:	January 2017	Class:	9
Prepared By:	Debi Macut	Pay Range:	\$19.70 hr – 27.58hr

Purpose of Position

The purpose of this position is to perform a variety of building and related inspections and to enforce building-related codes and ordinances. The work is performed under the direction of the Engineer/Director of Building/Community Development.

Essential Duties and Responsibilities

- Performs on-site inspections of commercial and residential buildings, new construction, improvements, plumbing, electrical and mechanical systems, concrete, roofs, decks, windows and doors, fences, footings, walls, framing, structure, backfills, and other building-related projects.
- Enforces all codes and ordinances associated with Chapter 26 of the Town of Munster Land Development code, with particular attention to those relating to buildings and systems
- Issues correction notices and citations and assesses fees. Signs and issues building permits.
- Assists in researching problems and complaints regarding buildings and codes.
- Maintains records of inspections, notices and citations; completes related reports and paperwork.
- Assists residents, contractors and customers with questions and complaints; resolves customer service issues; provides technical guidance on code related issues.
- Attends continued education courses provided by the ICC and the State of Indiana.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training and three to five years of building and related construction/inspection experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Valid Indiana Driver's License is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as inspection requests, plans, plats, maps, specifications, codes, ordinances, notices, citations, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and all department personnel, other Town departments, residents, contractors, and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and geometry.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles, hand tools, testers, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

Send letter of application and resume to dmacut@munster.org or Town of Munster, Attn. Town Manager, 1005 Ridge Road, Munster, IN 46321. Open until filled.

The Town of Munster 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.

Employee's Signature

Supervisor's Signature

Date

Date