

STATE OF INDIANA
BEFORE THE TOWN COUNCIL OF SELLERSBURG, INDIANA

ORDINANCE NO. 2018 – OR – 011

**AN ORDINANCE ESTABLISHING CERTAIN JOB DESCRIPTIONS FOR THE TOWN
OF SELLERSBURG, INDIANA**

WHEREAS, pursuant to Ind. Code § 36-5-2 *et seq.*, this Town Council of Sellersburg, Indiana (this “Council”) is the town legislative body and the President of the town council is the town executive; and,

WHEREAS, pursuant to Ind. Code § 36-5-2-9, the legislative body may adopt ordinances and resolutions for the performance of functions of the town; and,

WHEREAS, this Council desires to establish a job description for a certain position for the Town of Sellersburg, Indiana.

NOW THEREFORE BE IT ORDAINED by this Town Council of Sellersburg, Indiana the following:

1. The job description attached hereto and more specifically described in Exhibit A for the Planning Director/Building Commissioner is hereby approved.
2. This ordinance shall be in full force and effect upon its passage and promulgation as evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of this Council.

So Ordained this 11 day of June, 2018


[Signature page to follow]

“Aye”

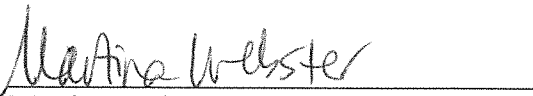
“Nay”


Paul J. Rhodes
Council President

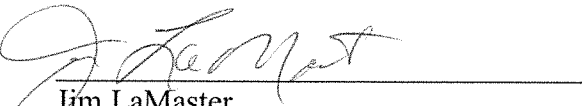
Paul J. Rhodes
Council President


Brad Amos
Council Vice President

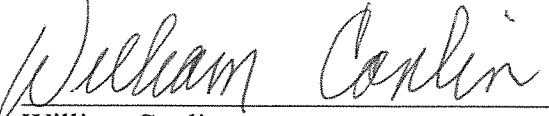
Brad Amos
Council Vice President


Martina Webster
Council Member

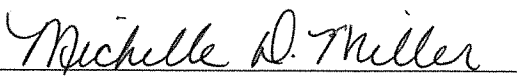
Martina Webster
Council Member


Jim LaMaster
Council Member

Jim LaMaster
Council Member


William Conlin
Council Member

William Conlin
Council Member


Attested by: Michelle Miller
Sellersburg Clerk-Treasurer

FIRST READING

DATE: 5/21/2018

MOTION: Webster

SECOND: Amos

VOTE: 4 AYE 0 NAY 0 ABSTAIN -- Conlin was Absent

SECOND READING

DATE: 6/11/18

MOTION: Webster

SECOND: Conlin

VOTE: 5 AYE 0 NAY 0 ABSTAIN



JOB TITLE: Building Commissioner
DEPARTMENT: Building Department
FLSA STATUS: Exempt
REPORTS TO: Director of Public Works

I. POSITION SUMMARY

The Building Commissioner works under the general direction of the Director of Public Works. The Building Commissioner must have thorough knowledge of accepted requirements for building construction, fire prevention, light and ventilation. Possesses the ability to enforce and interpret regulations such as state building codes, state sanitary codes and local zoning ordinances firmly, tactfully and impartially.

II. WORK REQUIREMENTS & ESSENTIAL DUTIES

Requirements of Work

- Extensive understanding of current building codes;
- Sound understanding of planning and zoning regulations and laws;
- Sound understanding of federal, state and local laws pertaining to code enforcement;
- Sound understanding of federal, state and local laws pertaining to special flood hazard areas;
- Sound understanding of building practices;
- Ability to read and interpret technical manuals, drawings, and specifications, including layouts, blueprints and schematics;
- Ability to conduct requested inspections and prepare reports;
- Ability to issue and track permits using computer software.

Essential Duties and Responsibilities

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develops, reviews and modifies annual goals and objectives of department; manages operations to achieve these within available resources; and evaluates degree of achievement of goals and objectives.
- Prepares and administers annual operating budget of department; reviews and makes recommendations regarding fees; and provides appropriate reports about activity and revenue levels.
- Inspects all new and renovated residential and commercial buildings for building code compliance and issues notice of violation and/or takes corrective action as appropriate. Inspects

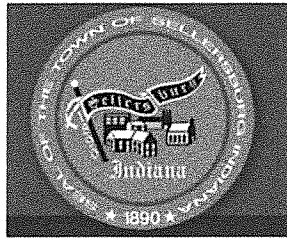
Building Commissioner/JD/DRAFT

Revised 5/2018



types of materials used in construction for compliance with codes. Ensures building sites have current building permit.

- Completes daily inspection reports and maintains inspection records and monitors progress made towards compliance. Enters inspection notes and results into computer tracking system.
- Assists contractors and property owners, explaining policies and procedures and answering questions pertaining to code compliance. Receives and investigates code compliance complaints, determining and taking corrective actions as appropriate.
- Assures effective communication and coordination with other Town operations, department heads and staff.
- Provides customer service in the form of assistance, expertise and guidance to residents, business owners, developers and contractors needing services related to land use planning and cases.
- Serves as staff for the Plan Commission and Board of Zoning Appeals and attends their meetings as such. Prepares Plan Commission and Board of Zoning Appeals agenda material, reports and recommendations.
- Acts as technical advisor to Plan Commission, Board of Zoning Appeals and Town Council on matters related to land use planning.
- Carries out all follow through tasks resulting from Plan Commission and Board of Zoning Appeals cases.
- Interprets and enforces zoning bylaws, initiating inspection and enforcement actions as prescribed by statute and bylaw. Prepares complaints for legal action against violators of the Zoning Bylaw and, when necessary, works with legal counsel for prosecution through the courts.
- Reviews development proposals for compliance with Town code including traffic flow, landscaping, building placement and infrastructure.
- Maintains permanent and current records of the Zoning and Subdivision Control Ordinance and amendments thereto, and to initiate, direct and review, from time to time, the Ordinances and to make written reports of recommendations to the Plan Commission and Board of Zoning Appeals.
- Works with town staff, review agencies and any other necessary parties to ensure site plan compliance.
- Issues interpretations of zoning and subdivision control ordinance.
- Maintains case records and zoning map.
- Processes applications for building and related permits, such as plumbing, heating and electrical, including reviewing construction blueprints/plans, performing onsite inspections before, during and/or after construction, determining compliance with applicable codes and standards, and issuing permits as appropriate.
- Processes applications or various contractor licenses, including giving tests, completing forms and issue licenses.



- Ability to oversee administration of Comprehensive Plan and enforcement of applicable state and local ordinances, including, but not limited to, subdivision control, public environmental nuisances, abandoned vehicles, transportation and land development; investigates complaints and takes appropriate action for non-compliance.
- Attends training classes for continuing education as required.
- Must be available outside of normal business hours to respond to town needs;
- Must possess a valid driver's license;
- Frequent local travel is required;
- All other duties as may be delegated by the Director of Public Works.

III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

**Education/Experience:**

High school diploma or GED is required with three (3) to five (5) years of experience relating to construction, building codes, special flood hazard areas and planning and zoning administration and interpretation. Must possess an ICC Certification of Residential Building Inspector license.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

Math Ability:

This position requires the employee to perform basic mathematical calculations, measurements, and elevations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- ✓ Ability to work both indoors and outdoors with exposure to hot, cold and inclement weather conditions;
- ✓ Ability to perform focused work with close attention to detail, using strong sensory skills such as good eyesight, hearing and manual dexterity;
- ✓ Ability to push, pull and move up to one-hundred (100) pounds;
- ✓ This position may include exposure to high hazard areas i.e. high voltage, to high levels of noise and to hazardous fumes, odors, dirt and dust.