

Code Enforcement and Building Inspection Unit

This position is responsible for the day-to-day responsibilities of code enforcement, including interpretation and enforcement of code, on-site inspections and observations, investigating documents with respect to code compliance, etc.

What you get to do:

- Perform inspections in residential and non-residential, such as structural, mechanical, plumbing, electrical, etc.
- Investigates and prepares documents with respect to code compliance for Municipal Court or the Town Manager
- Create reports related to code enforcement activities
- Assist in coordination of code compliance with other Town departments, as needed
- Review properties for compliance with applicable laws and regulations
- Inspects and documents unsafe property conditions
- Enforce Town Ordinances and Codes relating to registration of Alarm Companies, business licenses, and other related operations
- Resolve disputes related to application and interpretation of municipal code

Experience and Requirements:

- Thorough knowledge of State and local codes and ordinances
- Knowledge of conducting inspections, site reviews, zoning and related essential functions
- Ability to work a flexible work scheduled based on department's work activities
- Some evening and weekend work required
- Ability to appear in court, as needed
- Exercise sound judgment in evaluating situations and making decisions
- Ability to follow verbal and written instructions
- Must have valid Indiana driver's license

Environmental Conditions

- May outside in all weather conditions
- Some weekend and evening work is required

Schedule: Monday – Friday 7:30 – 4:00

Benefits:

Competitive benefits package including health insurance, paid time off, vacation time, life insurance, retirement plan, paid holidays.

Physical Demand:

While performing the duties of this job, the employee may be required to perform lifting; standing and walking' climb, reach, balance, bend, squat, crawl, stand.

Pay: \$19.50 per hour

Expected hours: 20 – 25 per week, schedule is flexible

To apply, please submit your resume to the Town of Speedway HR Manager, Nikki Parker, at nparker@speedwayin.gov.