

POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA

POSITION: Building Inspector
DEPARTMENT: Building Permitting & Inspections
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M–F
JOB CATEGORY: PAT II (Professional, Administrative, Technological)
STATUS: Part-time

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

The position serves as **Building Inspector** for the Building Permitting and Inspection Department, responsible for inspecting new construction and renovation work for residential and commercial buildings, ensuring compliance with applicable building codes, ordinances, and regulations, and assisting the public with code-related inquiries.

Duties and Responsibilities

- Conducts inspections of **footings, foundations, concrete, masonry, framing, insulation, roofing, and final construction** for certificate of occupancy.
- Reviews construction plans, drawings, and specifications to ensure compliance with the **Indiana Building Code, International Residential Code**, and applicable local ordinances.
- Inspects rehabilitation, remodel, and addition projects for compliance with approved plans and standards.
- Performs **rough-in** and **final** inspections on all structures prior to occupancy.
- Inspects city demolition projects and other municipal work for compliance with codes and safety regulations.
- Documents and maintains inspection records, including daily inspection reports and progress updates.
- Investigates complaints regarding code violations and unsafe building conditions.

- Assists contractors, developers, and property owners with code interpretation and compliance guidance.
- Coordinates with other inspectors (plumbing, HVAC, electrical) and departments as needed.
- Provides assistance to the public and directs inquiries to appropriate personnel or departments.
- Performs related duties as assigned.

Job Requirements

- High school diploma or GED required; additional coursework or certification in building construction, architecture, or engineering preferred.
- Minimum of **five (5) years of experience** in building construction, general contracting, or building inspection.
- Must possess or be able to obtain **Indiana Building Inspector certification** within 12 months of employment.
- Ability to meet all departmental hiring requirements, including passage of a drug test and background check.
- Thorough knowledge of building materials, methods, and construction standards.
- Working knowledge of and ability to interpret **Indiana Building, Residential, and Energy Codes**, local ordinances, and related standards.
- Ability to read and interpret blueprints, site plans, and specifications.
- Proficiency in standard office software and digital inspection tools.
- Strong written and verbal communication skills; ability to prepare clear and concise inspection reports.
- Ability to work independently and as part of a team, often under time constraints and changing priorities.
- Possession of a valid driver's license and demonstrated safe driving record.

Difficulty of Work

The incumbent performs a wide range of complex duties involving established codes and standards, as well as new and varied construction practices. Work requires discretion and independent judgment in applying technical and legal requirements to diverse situations.

Responsibility

Work is performed under general supervision, following established procedures and policies. The incumbent exercises independent judgment in the field and refers unusual or complex issues to the Building Commissioner. Work is periodically reviewed for compliance with departmental standards and legal requirements.

Personal Work Relationships

The incumbent maintains frequent contact with co-workers, other City departments, contractors, design professionals, and the public for the purpose of exchanging information, ensuring compliance, and providing education or clarification on code matters. Reports directly to the **Building Commissioner**.

Physical Effort and Work Environment

Work is performed in both office and field environments. Duties involve:

- Sitting, standing, and walking for extended periods; bending, kneeling, and climbing; lifting objects up to 50 pounds.
- Exposure to outdoor conditions including extreme temperatures, uneven terrain, construction noise, dust, and debris.
- Occasional interaction with irate or uncooperative individuals.
- Occasional extended hours, weekends, or evenings; occasional travel for continuing education (typically not overnight).

Protective equipment must be worn as required.

Applicant/Employee Acknowledgement

The job description for the position of Building Inspector in the Planning and Inspection Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? ☐ Yes ☐ No

Applicant/Employee Signature _____ Date _____

Type or Print Name _____
