

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

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment

DUTIES:

- 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.
- Provides assistance to the public and directs inquiries to appropriate personnel or departments.
- Performs related duties as assigned.

SKILLS AND KNOWLEDGE:

- 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