



OFFICE OF  
PLAN COMMISSION

## **JOB DESCRIPTION:**

<b>Job Title:</b>	<i>Building Inspector</i>
<b>Type of Employment:</b>	<i>Part-Time</i>
<b>Location:</b>	<i>Peru, IN</i>
<b>Weekly Days/Hours:</b>	<i>Monday-Friday; 30 hours per week</i>

### **Overview:**

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The main role of a building inspector is to inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations within Miami County, IN. Inspections may be general in nature or may be limited to a specific area, such as electrical systems, roofing, framing, plumbing, etc. Likewise, building inspectors will work side-by-side with the Plan Commission Administrator and Assistant Administrator to review, enforce, and handle all violations and code-enforcement within the county. The Miami County Plan Commission needs a qualified inspector to assume a number of responsibilities within the office. Building inspector's skills will be put to use by assessing commercial building projects from various decades and helping to ensure that all stages of building and repairs are being implemented correctly. Opportunities for continuing education and building inspection classes will be available. Building inspectors will work as part of a team and office to produce information and reports that are vital to a structure's completion and safety. Likewise, as a part of the team and office, building inspectors will help ensure that the present and future development of Miami County is congruent with the national, state, and county statutes and ordinances as set forth. Building inspector's work directly impacts local community and economy.

### **Job Requirements:**

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- Produce detailed reports showing a project meets given specifications and applicable building codes
- Notify supervisors of any anomalies or discrepancies that relate to the building, equipment, and/or anything else with pre-determined guidelines
- Record and organize all findings and include a detailed description of inspections
- Create detailed comparisons of the conditions of the different building sections, including discrepancies in color, weight, size and grades of the materials used
- Thoroughly inspect all blueprints, data, and manuals to educate yourself and confirm that no planning errors exist in written form
- Maintain records of all results to be presented to managers or future inspectors
- Write reports as necessary to offer corrective actions when certain materials or fixtures do not meet building standards
- Review, enforce, and handle all violation and code-enforcement

### **Job Skills & Requirements:**

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#### Required:

- 3+ years' experience in building-type trade/industry
- Strong grasp of construction and materials science
- Attention to detail
- Good communicative skills
- Problem-solving skills
- Able to work with a team

#### Preferred:

- High School graduate or equivalent
- Physically active and able
- Trained on a variety of computer programs, including Microsoft Word & Excel
- Good organization skills
- Desire to complete top-notch work/take pride in one's work

## **How to Apply:**

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Visit our website at [www.miamicountyin.gov](http://www.miamicountyin.gov) to download an application. Only individuals who apply will be considered for the position.

### ***Documents Needed:***

- 1.) Inspector Application***
- 2.) 1-Page Résumé***

### **Mail To:**

***Miami County Plan Commission  
Attn: Corey Roser  
25 North Broadway  
Peru, IN 46970***

### **E-mail To:**

**[croser@miamicountyin.gov](mailto:croser@miamicountyin.gov)**

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