

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Code Official 4		<b>Class Code:</b> 001GA4
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b>
	<b>Summary:</b> Incumbent examines building plans and specifications to determine compliance with building codes, safety laws and regulations.		

**Duties:**

- Incumbent performs inspections, interprets and applies the adopted fire and building codes, laws, rules and regulations as they relate to all construction projects and existing class 1 buildings;
- Provides education to contractors, staff local building officials and local fire officials;
- Reviews and approves building plans specifications and additions for compliance with state laws, codes, rules, regulations and department directions;
- Reviews and approves plans for location of site, ability for footings and foundations to carry stress load, etc.;
- Reviews and approves plans for flammable liquid storage and distribution installations;
- Issues release for construction certification when plans are acceptable;
- Determines occupancy classification and types of construction;
- Confirms architect's or engineer's registrations with State Architect and Engineers Board at incumbent's discretion;
- Explains and interprets provisions of building and safety codes, laws and regulations to architects, engineers, contractors or property owners and suggests modifications in plans to bring about compliance with state buildings safety codes;
- Promotes the development of local building departments through meeting with locally elected and appointed officials and special interest groups (e.g. trade/professional associations);
- Serves as a witness in court on code violations;
- Performs related duties as required.

**Job Requirements:**

- Ability to achieve and maintain national certification from the International Code Council (ICC) as a Certified Building Inspector AND Certified Fire Inspector within three years of achieving permanent status;
- Ability to tactfully communicate with architects, engineers, building contractors and property owners concerning building code requirements and interpretations;
- Practical knowledge of, and the ability to apply, state laws, codes and administrative rules and regulations governing construction for buildings and structures;
- Specialized knowledge of construction engineering principle practices and procedures such as stress considerations, mechanical equipment used, the effects of human occupancy and weather;
- Ability to understand building plans and specifications;
- Ability to use the measuring and mechanical devices related to design and construction practices;
- Ability to evaluate structural safety and fire resistance, adequacy of sanitary facilities, space appropriations and the application of the codes;
- Possess a valid Indiana Driver's License.

**Difficulty of Work:**

Incumbent follows prescribed procedures and utilizes standardized building codes, safety laws, rules and regulations in the review of building plans and specifications. Considerable judgment is needed in interpreting and applying the complex codes to specific projects and situations and when determining whether plans or construction sites or existing Class 1 structures are in compliance with various fire and building codes, rules, regulations and laws. Incumbent is often placed in stressful and sometimes sensitive situations and must utilize negotiation and conflict resolution skills.

**Responsibility:**

Incumbent works independently in his assigned district and is responsible for performing inspections on Class 1 structures (on-site) and industrial buildings (in-plant) and existing Class 1 structures for compliance with the statewide adopted fire and building codes (structural, fire, electrical, plumbing, mechanical etc). Problems can be discussed, as they occur, with the supervisor. Completed work is reviewed on a spot-check basis for technical accuracy and compliance with the law.

**Personal Work Relationships:**

Work is normally performed with engineers, architects, local building officials, building contractors and other members of the construction community for the purpose of insuring that the states' various fire and building codes are complied with in both the design and construction phases as well as in existing Class 1 structures. This includes communicating non-compliance.

**Physical Effort:**

Ability to lift up to 30 pounds and/or physically inspect construction projects in various stages of completion. Ability to work under the following conditions: inclement weather, climbing steps and/or ladders, stooping, crawling, walking long distances, standing for long periods of time, awareness of heavy equipment, etc.

**Working Conditions:**

Incumbent's work is conducted both in a construction environment, where inclement weather is a major factor and in existing Class 1 structures where incumbent is often placed in stressful and sometimes sensitive situations. Significant driving is required for this position.