

**Town of Beverly Shores
Building Commissioner
Job Description**

Job Title

Building Commissioner

Department

Building Department

Description of Work

General Statement of Duties

- Serve as Zoning Administrator as well as building inspector to enforce compliance with all applicable Town Code and yet-to-be codified ordinance provisions, together with all Town, State and Federal laws and regulations pertaining to the erection, construction, alteration, repair or removal of buildings and other structures in the Town of Beverly Shores or pertaining to the use and occupancy of real estate in the Town.

Supervision Received

Reports to the Town Council and Plan Commission. Determinations reviewable by the BZA

Collaboration Requirements

Works with the Building & Building Site Committee, Plan Commission, BZA, Police Department and Town Clerk.

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Administers the building, electrical, gas and plumbing inspection and permitting functions in accordance with all appropriate regulatory and legal requirements.
- Coordinates plan review and inspections.
- Makes onsite inspections and enforcement actions, performs safety inspections on public, private residential and commercial buildings.
- Upon finding that any of the provisions of the Town Code are being violated, he or she shall notify, in writing, the person responsible for the violations, ordering the action necessary to correct the violation, and verify compliance with the order. However, in emergency situations, oral communication may precede written notice.
- Order discontinuance of illegal use of land, buildings, or structures.
- Order removal of illegal buildings or structures or illegal additions or structural alterations.
- Order discontinuance of any violations of the Town Building Code.

- Take any other action authorized by the Town Code to ensure compliance with or prevent violations of the Code. This shall include the:
 - Issuance of and action on certificates of occupancy and maintenance of records thereof
 - Issuance of all building permits, and inspection of buildings, structures and uses of land to determine compliance with the terms of the Code
- Maintenance of permanent and current zoning records, including but not limited to, all maps, conditional use permits, amendments to the Code, variances, special exceptions, appeals and applications thereof.
- Maintain online records and document accessibility
- Transmission of written recommendations on all amendments to the Code, special use permits, variances, wetland permits, and subdivisions to the Town Council, Plan Commission, and BZA.
- Performance of other similar administrative duties as permitted by law and are assigned to him or her by the Town Council.
- Communicate and cooperate with Town Attorney, Town Council President, and Town Police.
- The Building Commissioner may act on his or her own authority in approving building permits for certain improvements in writing such as screen porches, decks, garages, sheds, tree removal, window replacement and remodeling and refer applications to the Building Committee for ratification.

Position Requirements

The Building Commissioner shall either be an Indiana registered architect, registered professional engineer, International Code Council certified, or other qualified person as determined by the Town Council. Hold current Indiana driver's license. (need to rectify with 155.025 C1)

Special Knowledge, Skills, or Abilities

- Critical thinking
- Analytical skills
- Decision making skills
- Good judgment
- Effective public speaking and speaking before Commission, Board, Council, and court
- Ability to read, understand, and enforce Town Code, Ordinances, and building codes
- Ability to interpret information
- Ability to communicate with the public
- Ability to work in a collaborative manner
- Ability to be regularly accessible
- Ability to respond within 24 hours
- Ability to conduct weekly inspections
- Ability to conduct spontaneous weekday inspections
- Ability to write coherent and complete reports, findings, and orders

- Ability to conduct effective on site and public record investigations
- Ability to read and understand land surveys, construction specifications, and blueprints
- Act as flood plan administrator (150.30)

155.025 CREATION, DUTIES AND QUALIFICATIONS OF THE BUILDING COMMISSIONER.

(A) Creation of the Office of Building Commissioner.

(1) There is hereby created and continued in the Town of Beverly Shores the Office of Building Commissioner. The person to fill this office shall be appointed by the Town Council.

(2) In all matters relating to the duties of his or her office, as hereinafter set out, the Building Commissioner shall be under the jurisdiction of the Town Council.

(B) Duties of the Building Commissioner:

(1) Serve as Zoning Administrator to administer and enforce this chapter, and all ordinances now in force or which may hereinafter be established together with all town, state and federal laws, and regulations pertaining to the erection, construction, alteration, repair or removal of buildings and other structures in the Town of Beverly Shores or pertaining to the use and occupancy of real estate in the town;

(2) Upon finding that any of the provisions of this chapter are being violated, he or she shall notify in writing the person responsible for the violations, ordering the action necessary to correct the violation. However, in emergency situations, oral communication may precede written notice;

(3) Order discontinuance of illegal use of land, buildings or structures;

(4) Order removal of illegal buildings or structures or illegal additions or structural alterations;

(5) Order discontinuance of any violations of this chapter; and

(6) Take any other action authorized by this chapter to ensure compliance with or prevent violations of this chapter. This shall include the:

(a) Issuance of and action on certificates of occupancy and maintenance of records thereof;

(b) Issuance of all building permits, and inspection of buildings, structures and uses of land to determine compliance with the terms of this chapter;

(c) Maintenance of permanent and current zoning records, including but not limited to all maps, conditional use permits, amendments to this chapter, variances, special exceptions, appeals and applications thereof;

(d) Transmission of written recommendations on all amendments to this chapter, conditional use permits and subdivisions to the Town Council and Plan Commission; and/or

(e) Performance of other similar administrative duties as permitted by law and are assigned to him or her by the Town Council.

(C) Qualifications of the Building Commissioner.

(1) The Building Commissioner shall be either a registered architect, registered professional engineer, licensed general contractor or other qualified person as determined by the Town Council.

(2) An OTHER QUALIFIED PERSON is a person deemed by the Town Council to have at least 5 years of experience in responsible charge of construction activity as determined by the Town Council on a case by case basis after a review and consideration of the resume and employment record of any Building Commissioner candidate.

(3) The Building Commissioner shall not undertake any of the duties in division (B) above in which he or she has a direct or indirect financial interest, where a family member is involved or where it is otherwise necessary for the Building Commissioner to recuse himself or herself.

(4) In a like case, the Building Committee shall select 1 of its members as temporary Building Commissioner for the purposes of the case and shall appoint a replacement to the Building Committee qualified under § 155.026(C) below to participate as a member of the Committee in the deliberation and vote upon the particular matter in which the Building Commissioner has recused himself or herself.

(Ord. 208, passed 12-19-1983)

152.01 TITLE, PURPOSE AND AUTHORITY.

(A) Indiana Code 36-1-3-1 et seq. and I.C. 22-13-2-2 authorize the Town Council to adopt an ordinance regulating the erection, construction, enlargement, alteration, structural repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area and maintenance of all buildings and/or structures in the town; providing for the issuance of permits and collection of fees therefore; providing penalties for the violation thereof.

(B) This subchapter, and all ordinances supplemental or amendatory hereto, shall be known as the Building Code of the Town of Beverly Shores, Indiana, may be cited as so, and will be referred to herein as this subchapter.

(C) The purpose of this subchapter is to provide minimum standards for the protection of life, limb, health, environment, public safety and welfare, and for the conservation of energy in the design and construction of buildings and structures.

(D) (1) The Building Commissioner is hereby authorized and directed to administer and enforce all of the provisions of this subchapter, except as otherwise provided by law, regulation, statute or ordinance of the United States, State of Indiana or its political subdivision, including but not limited to Chapter 155.

(2) Whenever in the building regulations, it is provided that anything must be done to the approval of or subject to the direction at the Building Commissioner or any other officer of the town, this shall be construed to give the officer only the discretion of determining whether the rules and standards established by ordinance has been complied with; and no provision shall be construed as giving any officer discretionary powers as to what regulations, codes or standards shall be, or power to require conditions not prescribed by ordinances or to enforce ordinance provisions in an arbitrary or discriminatory manner.

(Ord. 195, passed 11-5-1982 (84-33))

152.03 PERMITS; COMPLIANCE.

(A) (1) No permits shall be issued for the foregoing purposes, unless the application for the permit is accompanied by a plat or sketch of the proposed location showing lot boundaries, and by plans and specifications showing the work to be done, and the Building Commissioner determines the applicant has complied with all ordinances of the town.

(2) All plans for building construction under the authority of the Administrative Building Council of the State of Indiana must also be filed with the Council.

(3) No local permits shall be issued hereunder until a copy of any required release for construction from the State Building Commissioner is received by the Building Commissioner.

(B) A permit shall be obtained before beginning any excavation, construction, or alteration of any building or structure, as provided in § 155.055, using forms furnished by the Building Commissioner. No permit shall be issued by the Building Commissioner unless all requirements of the Town Code relating to that permit have been satisfied and all fees provided for herein have been paid to the Clerk-Treasurer.

(C) All work done under any permit issued hereunder shall be in full compliance with all code provisions and ordinances pertaining thereto, and in addition to the fees for permits hereinafter provided for, there shall be paid the fees prescribed therein.