

TOWN OF GEORGETOWN, INDIANA
ORDINANCE NO. G-15-13

**AN ORDINANCE ADOPTING A FORMAL JOB DESCRIPTION AND
PAY FOR DEPUTY BUILDING INSPECTOR/BUILDING
COMMISSIONER FOR THE TOWN OF GEORGETOWN, INDIANA**

WHEREAS, the Georgetown Town Council for the Town of Georgetown, Indiana desires to set the salary of the Deputy Building Inspector/Building Commissioner.


WHEREAS, the Georgetown Town Council for the Town of Georgetown, Indiana desires to set the job description of the Deputy Building Inspector/Building Commissioner.

NOW THEREFORE, be it ordained by the Town Council of Georgetown, Indiana:

1. That the attached Job Description, for the Deputy Building Inspector/Building Commissioner, is hereby adopted.
2. That the Deputy Building Commissioner/Building Inspector, shall be an employee of the Town, paid at a rate/wage of \$14.00 per hour. The rate/wage of this position will be paid out of the Clerk Treasurer's budget.

Adopted by the Town Council of Georgetown, Indiana this 15th day of June, 2015.

GEORGETOWN TOWN COUNCIL




GARRY SMITH, President



CHRIS LOOP, Vice President



JIM TRIPURE, Member



KATHY HALLER, Member



PATTI DENISON, Member

Attest:

B. M. FL

BRENTON FENDER, Clerk/Treasurer

Job title	<i>Deputy Building Inspector/Building Commissioner</i>
Reports to	<i>Clerk-Treasurer</i>

Job purpose

The Deputy Building Inspector/Building Commissioner is to provide clerical support for duties of the Building Inspector, Building Commissioner, Zoning Administrator,

Duties and responsibilities

- Learn the basics of building, zoning, and planning codes for both the Town of Georgetown and the State of Indiana.
- Handling all permits and inspection related paperwork, including building, HVAC, electrical, and plumbing. This includes managing and reviewing new applications, calculating amounts due, taking payments, writing receipts, posting payments, updating databases, and filing permits.
- Coordinate all inspections with the Building Inspector.
- Maintain licenses, insurance, and registrations for contractor.
- Work with Water Department, Waste Water Department, and Town Engineer for sewer related issues concerning tap-ons for new builds.
- Work with Water Department, Waste Water Department, Town Engineer, and Town Attorney in final approval of new home permits.
- Manage and research records of developments and plats.
- Coordinate with the electric utility after inspections have been completed and temporary service or permanent service is to be started.
- Issue Certificates of Occupancy.
- Issue Business Licenses on behalf of the Town.
- Correspond with developers, contractors, and homeowners.
- In cooperation with Building Inspector, Building Commissioner, and Zoning Administrator prepare a report for the Town Council including all pertinent information pertaining to building, zoning, and planning, including amount of new permits.
- Coordinate meetings and take minutes for BZA, Plan Commission, Storm Water Board, and Safety Panel.
- Assist with other Town duties a prescribed by Building Inspector, Building Commissioner, Zoning Administrator, Clerk-Treasurer, or Town Council.