

JOB DESCRIPTION

UPDATED 2021

Job Title:	MS4 Coordinator/Building Inspector
Department:	Stormwater/Building
Location:	49 N. Wayne St.
Reports to:	Stormwater/Building Administrator

Type of position: Full-time	Hours: 40 hrs. week / M – F, weekends and evenings may be required Non-exempt	Overtime required: Occasionally
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To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee serves as a MS4 Coordinator/Building Inspector responsible for ensuring compliance and enforcement of appropriate municipal Ordinances and State codes through on-site inspection and investigation.

GENERAL DESCRIPTION/RESPONSIBILITIES

Enforcement of Town, State and National Stormwater/Building Compliance including but not limited to:

Perform regular and random field inspections to ensure compliance with all Municipal, State and National codes/ordinances.

Govern compliance through research, use of NPDES, Building Codes, Networking, and/or Municipal related codes/ordinances.

Knowledge, Skills, and Abilities:

Knowledge of federal, state, and local building codes.

Highly organized and detail oriented.

Resourceful and creative.

Analytical skills and problem-solving ability.

Must exhibit professionalism and be effective working with public, vendors, and employees.

Skillfully convey information on a wide range of topics to a diverse target audience.

Influencing and consultative skills are critical.

Proficient with commonly used office software, including but not limited to: MS Word, Excel, PowerPoint, Outlook, as well as telephone and internet communications.

Effective prioritization and time management skills.

Ability to work in a fast-paced, high-pressure, deadline driven environment.

Strong initiative to strive for continuous accuracy, quality, and timeliness of information.

Ability to build and maintain effective relationships through strong interpersonal skills with emphasis on relationship-building and consistent demonstration of solid professional judgement.

Ability to manage multiple projects and tasks simultaneously.

A genuine commitment to quality on behalf of the Town while building a culture committed to excellence is mandatory.

Must have and maintain a verifiable Driver's License, demonstrated safe driving record, and remain insurable through the Town's liability insurance carrier if applicable.

Coordinate and effectively communicate orally and in writing with the public, Developers, Builders and Co-Workers.

Attend all meetings and trainings as required.

Maintain strict confidentiality regarding Town issues.

Work requires occasional moderate to heavy lifting with occasional standing, bending, and carrying; subject to dust, grease, extreme temperatures, severe weather conditions, noise, fumes, vibrations, or moving parts. At times required to work under inclement weather conditions.

All other duties as assigned by the Stormwater Administrator . This position will be subject to the rules, policies, and operating procedures established by the Town of Danville, as they may be amended from time to time

JOB REQUIREMENTS

Minimum educational requirement is a high school diploma or equivalent.

One to three years experience in Stormwater Management and Building Code Enforcement or similar position preferred.

Performs Physical Inspections of projects within the Incorporated limits of the Town of Danville.

Assist in Keeping Records and submit required reports to IDEM outlining the Town's Stormwater Quality Management practices and Enforcement activities.

Assist Stormwater Administrator with IDEM Rule 13 and Rule 5 Requirements.

Performs Inspections of all Town Facilities and existing Infra-structure for Stormwater Quality compliance.

Assist in providing training to all Town Employees with regards to Stormwater Regulations.

Attends Stormwater and Building Conferences as well as other Training opportunities to enhance job skills and to stay abreast of any changes.

Performs required inspections for all types of permitted construction using the Building Code adopted by the International Code Council, State of Indiana and Local Ordinances.

Assist Building Administrator in responding to problems regarding general maintenance of Town Hall such as HVAC, Plumbing, Electrical, etc.

Performs other duties as assigned.

Good verbal/written communication skills.

Excellent interpersonal and conflict resolution skills.

Must have some computer knowledge in Microsoft Word, Outlook, and Excel.

Must have the ability to utilize digital equipment and integrate those findings into various reports and software applications.

Must be willing and able to learn and utilize the Town of Danville's permitting and Inspection Software.

Must have a safe work record with good ethics and dependable attendance record.

Must have the ability to respond to complaints and grievances in a professional and courteous manner.

Must have the ability to maintain confidentiality.

Must have the ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.

Must have the ability to work in a hectic, stressful and distracting work environment which may include but is not limited to; telephone calls, walk-in inquires, and other disturbances.

Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town of Danville liability insurance carrier.

Must be able to lift 50-75 pounds with the use of Personal Safety Equipment.