

**BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	October 30, 2019	Meeting Date:	November 4, 2019
Contact Information:			
Requested by:	Mark Richards		
On Behalf of Organization or Individual: Department of Planning & Engineering			
Telephone:	317-736-3631		
Email address:	mrichards@franklin.in.gov		
Mailing Address:	70 E. Monroe Street, Franklin, IN 46131		
Describe Request:			
Request Approval of revised Building Official Job Description			
List Supporting Documentation Provided:			
Revised Job Description			
Who will present the request?			
Name:	Mark Richards	Telephone:	317-736-3631

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

CITY OF FRANKLIN, INDIANA
POSITION DESCRIPTION

POSITION: Building Official
DEPARTMENT: Planning & Engineering
STATUS: Full Time
FLSA STATUS: Non-Exempt
DATE WRITTEN:
DATE REVISED: 11/4/2019

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, skill, and/or ability required. The City of Franklin will make reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of this position.

The incumbent is responsible for administering the building inspection services functions of the Department of Planning and Engineering. This includes reviewing permit application materials, inspecting construction sites, enforcing the Building Code, and maintaining permit files. The incumbent reports to the Director.

PRIMARY JOB FUNCTIONS

Responsible for:

- Communicating with State and Federal agencies regarding building codes and public safety;
- Enforcing local, State, and Federal construction codes;
- Performing the appropriate inspections of all building construction in the city;
- Administers and manages the budget for the Unsafe Building Program. Enforces unsafe building codes, minimum housing standards, building codes, and construction and housing related municipal codes;
- Collaborates with parties including Johnson County, Franklin Development Corporation, Franklin Heritage Inc., and Habitat for Humanity to acquire blighted/abandoned/tax delinquent properties, salvage usable content, and return them to the tax rolls in improved condition;
- Provides outreach and education regarding healthy housing principles in coordination with the Johnson County Health Department;
- Collaborates with Habitat for Humanity, Franklin Heritage Inc., and other not-for-profit agencies to encourage donation of unsafe, vacant properties;
- Providing building code interpretations to the public and contractors as appropriate;
- Maintaining department building permit files; and
- Other duties as assigned.

SECONDARY JOB FUNCTIONS

Responsible for:

- Assisting the public when necessary;
- Reviewing all building permit applications for conformance with Indiana Residential Code and Indiana Commercial Building Code;

- Maintaining applicable office files in a variety of electronic and paper-copy databases for the purpose of future reference;
- Making major contributions involving the authoritative application of city policies
- Reporting to the Plan Commission, Board of Works and City Council, as needed;
- Interpreting and understanding codes and ordinances in order to enforce them; and
- Performance of other related/non-related functions, as required.

EQUIPMENT KNOWLEDGE

The incumbent must have the ability to operate equipment including, but not limited to:

- Office telephone;
- Calculator;
- Facsimile machine;
- Recorder;
- Computer;
- Printer;
- Copy machine;
- Field and office-based measuring tools;
- Department motor vehicle; and
- Electronic devices such as circuit tester and cellular telephones.

CRITICAL SKILLS / EXPERTISE

The incumbent shall have:

- Thorough knowledge of building codes, inspections, and file maintenance practices, rules and techniques as developed through construction and training experience;
- Certification of administering building codes, or ability to obtain certification within one year;
- Extensive knowledge of applicable federal, state and local laws, codes and regulations and the purpose and application of local ordinances and state statutes as related to the job functions;
- Extensive knowledge of Indiana building laws;
- Extensive knowledge of basic construction practices;
- Extensive knowledge of city ordinances;
- Extensive knowledge of healthy housing principles and minimum housing standards;
- Broad knowledge of the history, principles, theories, and practices of the building profession;
- The ability to react to unprecedented and highly variable issues by both applying accepted theories and techniques and by developing new theories related to local conditions; and
- Effective communication skills, both written and verbal.

EDUCATIONAL REQUIREMENTS / JOB EXPERIENCE

The incumbent must have a high school diploma or its equivalent plus a minimum of 2 years of construction experience. Continued education in the area of building codes and ordinances is a requirement.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The incumbent is expected to work in a position which has been identified as light duty, and shall work in a safe manner consistent with an office environment. The incumbent will, however, be required to climb, crawl, and enter spaces in which physical exertion may be required to perform the job functions.

APPLICANT / EMPLOYEE ACKNOWLEDGMENT

The position description for the position of Building Official for the Planning & Engineering Department describes the duties and responsibilities for employment in this position. Additional responsibilities may be assigned subject to the needs of the Department(s) and the abilities of the incumbent.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant / Employee Signature

Date