

The Town of Sunman
P.O. Box 147
604 N. Meridian St.
Sunman, IN 47041



Job Title: Town Liaison/Code Enforcer
Departments: Police Department/Utility Department
Reports to: Town Council
Job Type: Part-Time, 20-25 Hours per Week
Pay: Hourly

Job Purpose:

This position is vital to building relations between citizens, developers, the business community, and town staff. This position will perform administrative and technical duties to maintain the residents' health and safety and protect the appearance and value of our homes, businesses, and town. The Code Enforcement Inspector will interact with the general public and staff to explain and gain compliance with applicable codes and regulations.

Essential Duties and Responsibilities:

The following duties are not intended to serve as a comprehensive list of all duties performed, only a representative summary of the primary duties and responsibilities.

- Must be sworn in and serve the Town as a Special Deputy.
- Attend monthly public meetings.
- Attend all executive, special, or emergency meetings as called upon.
- Work closely with the Utility Superintendent, Marshal, Clerk-Treasurer, and staff in the maintenance of facilities, building equipment, and tools, and maintaining an inventory of necessary supplies.
- Work closely with Utility Superintendent, Clerk, and staff to maintain continuing plant operations under normal and emergency conditions by overseeing equipment maintenance and monitoring plant performance to meet quality standards.
- Perform monthly review of departmental activities and prepare and submit a report to the Town Council at the monthly public meeting.
- Initiates and performs proactive field investigations for non-compliance with Town of Sunman codes and ordinances.

- Responds to, researches, and investigates code-related complaints from citizens, businesses, and staff in a manner that facilitates positive public relations.
- Conducts appropriate research and forwards to the Marshal.
- Provides relevant documentation and testimony as required.
- Provides customer service and correspondence, both verbally and/or in writing, to provide information, respond to inquiries, and explain remedial action alternatives.
- Educates the public, including contractors and others in the development/construction industry, regarding the Town's code provisions and requirements.
- Inspects approved projects for compliance with planning/zoning regulations and monitors and conducts follow-up on requirements.
- May be required to report to work during a state of emergency conditions, e.g., floods, tornados, natural disasters, etc.
- Assists in developing and coordinating code enforcement policies, procedures, and programs.
- Aid Clerk-Treasurer, Utilities Staff, and Marshal as needed.

Education, Knowledge, and Skills:

- To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- High school diploma or GED.
- Must be able to complete the 40-hour Pre basic class within a 3-month period.
- Ability to coach, direct, lead, and supervise others.
- Ability to prioritize, manage multiple projects and react quickly and effectively to changing situations.
- Ability to maintain ethical and professional behavior at all times.
- Strong communication (listening, verbal, and written) skills.
- Strong conflict resolution, organizational, and time management skills
- Ability to determine goals and be proactive to achieve them.
- Ability to delegate to others when appropriate.
- Experience in law enforcement, code enforcement, building inspections, environmental/health inspections, zoning administration, or related field; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

- Knowledge of legal, construction, or inspection methods, procedures, practices, and techniques regarding enforcement procedures.
- Familiarity with applicable federal, state, or Town codes, ordinances, or standards relevant to code enforcement and the ability to read and interpret plans or codes.
- Ability to withstand the pressure of competing priorities and varied responsibilities, while working efficiently and effectively to produce positive resolutions.
- Valid State of Indiana driver's license.
- Organizational and time management skills.
- Able to manage information in a timely and accurate manner.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to work outside in all weather conditions including seasonally hot or cold temperatures and inclement weather.
- Deal with the public and staff in a calm, constructive, and reasonable manner.
- Lift a maximum of 50 pounds.