

**Community Development Manager and Building Commissioner (Part-time,
20-28 hours per week pay per hour per Salary Ordinance)**

JOB DESCRIPTION

The Community Development Manager and Building Commissioner shall be required to be knowledgeable in the field of Culver building codes, their interpretation and enforcement. Duties will include, but not be limited to:

- A. Must be knowledgeable of all aspects of the Culver Zoning Ordinance and State building codes.
- B. Review all online applications for improvement location permits and approve or disapprove such applications based on compliance with the provisions of the Culver Zoning Ordinance and other applicable ordinances and codes of the Town.
- C. Issue all improvement location permits, erosion control permits, and maintain all records thereof via online permit management system.
- D. Conduct timely inspections of building structures and uses of land and structures to determine compliance with the terms of the Culver Zoning Ordinance and Soil Erosion Control Ordinance.
- E. Must investigate zoning violation complaints, make record of same, and determine if a violation has occurred. If a violation is determined, the party must be contacted and the Building Commissioner shall notify the Chairman of the Board of Zoning Appeals, the Town Manager, and/or if required the Town Attorney. The Building Commissioner will make sure the necessary paperwork for the Board of Zoning Appeals is provided.
- F. The Building Commissioner, along with the Chief of the Fire Department, will make determination of unsafe buildings within the zoning boundaries of the Town of Culver and enforce smoke alarms or detectors in rental properties.
- G. Attend scheduled Plan Commission and Board of Zoning Appeals meetings for the purpose of providing such detail as may be required to complete the duties of the planning bodies.
 - a. Prepare documents and forms detailing applications, procedures, and interpretations for approval by the Plan Commission. Upon approval, implement same.
 - b. Maintain a log of the activities of the Building Commissioner for

presentation at the monthly plan commission meeting. Entries should include complaints (verbal or written) and site inspections. Log should include status of projects where site inspection is made and action taken in response to complaints.

- c. Prepare legal notice documentation for affected residents and local media and distribute to town staff (clerk-treasurer, deputy-clerk, and/or town manager) regarding BZA and Plan Commission public hearings.
- H. Determine if a variance of zoning ordinance requirements is needed and provide the required paperwork for the Board of Zoning Appeals hearing.
- I. Serve as the primary administrative contact person for, and chair of, the Technical Review Committee as established by town ordinance. The Building Commissioner will call TRC meetings on an as needed basis and notify TRC members as required by ordinance.
- J. Check email and phone messages and respond to inquiries from the public regarding zoning issues within 48 hours on weekdays. Assist residents in completing necessary forms or online permit requests as needed. Must be available to meet onsite or at town hall with residents on a regular basis. A minimum of 10 office hours per week will be required between Monday and Friday, 8:00 a.m. to 4:00 p.m.
- K. Perform such other functions and duties as may be set forth under the Culver Zoning Ordinance.