



TOWN OF HOCHATOWN POSITION DESCRIPTION

TITLE: BUILDING CODE INSPECTOR / CODE ENFORCEMENT OFFICER

SALARY: DOQ \$50,000 - \$60,000

DEPARTMENT: CODE ENFORCEMENT

LAST UPDATE: DEC 8TH 2025

REPORTS TO: TOWN ADMINISTRATOR

FLSA DESIGNATION: EXEMPT

OPEN DATE: 12/12/2025

CLOSE DATE: Until Filled

Application Process:

Interested candidates should email a detailed resume and cover letter outlining relevant experience in building inspection, municipal code enforcement, and community development.

All submissions must be sent to Jobs@Hochatown.gov with the subject line:

"Building Code Inspector / Code Enforcement Officer Application – [YOUR NAME]".

DEFINITION:

This is a unique opportunity to help establish Hochatown's Building Safety and Code Enforcement functions from the ground up.

Under the direction of the Town Administrator, the Building Code Inspector / Code Enforcement Officer is responsible for administering, interpreting, and enforcing the Town's building codes, construction standards, permitting requirements, zoning ordinances, nuisance codes, and property maintenance regulations. This position ensures safe, compliant growth while protecting the character, aesthetics, and long-term development goals of Hochatown.

Key responsibilities include reviewing plans, conducting inspections, enforcing code violations, supporting the Planning Commission, maintaining accurate permitting records, coordinating with contractors and builders, and ensuring that all structures meet applicable municipal, state, and federal regulations. The Inspector will also serve as the Town's primary Code Enforcement Officer—addressing nuisances, unsafe structures, signage violations, illegal construction, STR compliance issues, and other regulatory matters.

This position may be tasked from time to time in assisting the Roads Superintendent with various maintenance projects across Town.

The intent of this job description is to provide a representative summary of major duties performed. Incumbents may not be required to perform all tasks and may be assigned additional duties as needed.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Town Administrator.
- May exercise limited supervision over contract inspectors, administrative support, and compliance staff as assigned.

ESSENTIAL FUNCTIONS:

Building Inspections & Construction Oversight

- Conduct inspections for new construction, remodels, repairs, utilities, commercial projects, STR conversions, and property improvements.
- Review and approve building plans for code compliance, structural safety, zoning conformity, and applicable standards.
- Perform foundation, framing, electrical, plumbing, mechanical, and final occupancy inspections.
- Issue correction notices, stop-work orders, and violations when necessary.
- Maintain inspection records, certifications, photographs, and documentation required by municipal and state auditing standards.

Code Enforcement & Nuisance Abatement

- Enforce all Town ordinances related to nuisances, public health/safety, vegetation, trash accumulation, inoperable vehicles, signage, right-of-way encroachments, noise, STR compliance issues, and property maintenance.
- Investigate complaints from residents, businesses, and public safety agencies.
- Conduct field inspections, issue written notices, work with property owners, and escalate cases in accordance with Title 11 and adopted Town policies.

- Coordinate abatement actions, citations, or administrative hearings when compliance is not achieved voluntarily.
- Support Town-wide strategies for preserving Hochatown's unique character, scenic environment, and development standards.
- Recommend, draft, propose new ordinances or updates to existing ordinances.

Permitting & Development Administration

- Process, issue, and track building permits, certificates of occupancy, temporary use permits, contractor registrations, and inspection schedules.
- Assist in developing the Town's permitting framework, application forms, digital systems, and reporting tools.
- Provide technical development guidance to builders, architects, STR owners, contractors, and residents.
- Support the Planning Commission with zoning reviews, variance information, and staff reports.

Public Education & Customer Service

- Serve as the primary contact for building safety questions, code inquiries, and compliance matters.
- Provide clear guidance to developers, engineers, STR owners, and the public on code expectations and best practices.
- Communicate clearly and professionally regarding violations, construction processes, and inspection results.
- Support long-term community education on property maintenance standards and development rules.
- Collaborate with Town staff on social media posts and updates for the community.

Policy, Ordinance, & Standards Development

- Assist in drafting new ordinances related to building codes, zoning, STR standards, nuisances, signage, driveway / culvert standards, and land use regulations.
- Recommend updates to ensure alignment with evolving community needs and state law.
- Establish internal inspection protocols, checklists, and enforcement workflows.

Interagency Coordination

- Collaborate with McCurtain County, state agencies, Fire Department, Police Department, utility providers, surveyors, engineers, and Planning Commission on compliance matters.
- Conduct joint inspections with Fire Chief on fire code components, STR life-safety requirements, and hazard mitigation.

ADDITIONAL DUTIES:

- Any other duties as assigned by the Town Administrator.

TRAINING AND OTHER REQUIREMENTS:

- Three (3) years of experience in building inspection, construction trades, code enforcement, or municipal regulatory work.
- ICC certifications strongly preferred (Building Inspector, Residential Inspector, Property Maintenance/ Housing).
- Ability to obtain relevant ICC certifications within 12–18 months if not already held.
- Knowledge of construction methods, materials, site grading, utilities, drainage, and development standards.
- Valid Oklahoma driver's license.
- Ability to obtain Code Enforcement certification through state-approved training.
- Experience with permitting or asset management software preferred.

KNOWLEDGE / SKILLS / ABILITIES:

- Strong understanding of ICC building codes, zoning standards, ADA requirements, fire/life safety principles, and municipal ordinances.
- Ability to read and interpret building plans, engineering documents, site plans, and technical specifications.

- Strong communication, conflict resolution, and public engagement skills.
- Ability to investigate complaints, make decisions based on facts, and document findings with clarity and neutrality.
- Professional presence with the ability to represent the Town effectively to residents, developers, and business owners.
- Ability to maintain confidentiality and handle sensitive enforcement matters appropriately.

PHYSICAL ABILITIES:

- Ability to walk uneven terrain, climb ladders, enter construction sites, bend, crouch, lift equipment, and work indoors/outdoors for extended periods.

PHYSICAL DEMANDS:

- Frequent field work in all weather conditions; exposure to construction hazards, dust, noise, and outdoor environments.

EQUIPMENT AND TOOLS UTILIZED:

- Inspection tools, testing equipment, camera/tablet, GPS, radios, computers, permitting software, operate light machinery/equipment for maintenance projects and municipal vehicles.

WORK ENVIRONMENT:

- Combination of office, field, active construction sites, and residential/commercial property inspections.

MISC. JOB DETAILS:

Benefits may include medical insurance, sick leave, vacation accrual, paid holidays, bereavement leave, and other benefits approved by the Board of Trustees.

Reasonable accommodation may be provided for qualified individuals with disabilities.

This job description is not an employment contract and may be modified at any time by the Town Administrator.

The Town of Hochatown, Oklahoma, is an Equal Opportunity Employer.