



BUILDING COMMISSIONER

Building Commissioner / Code Enforcement / Facilities

Annual Salary:
\$75,391 – \$91,317 DOE/DOQ

Clarksville, Indiana



Are you an experienced building official who can balance technical expertise with exceptional customer service while leading permitting, inspections, code enforcement, and municipal facilities? If so, apply to become the Town of Clarksville's next Building Commissioner!

We're looking for a progressive, collaborative leader who is

- Skilled in building codes, permitting, plan review, inspections, and code enforcement
- Experienced managing construction projects, facilities, budgets, and technical staff
- Committed to delivering outstanding customer service

Clarksville: "It Begins Here" — read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Clarksville is a welcoming community of approximately 24,000 residents offering a small-town atmosphere with immediate access to the amenities of the Louisville metropolitan area. Located along the Ohio River between Jeffersonville and New Albany, the Town is connected to the region by Interstates 65, 64, 265, and 71 and is only nine miles from Louisville Muhammad Ali International Airport.

Founded in 1783, Clarksville is known as the oldest American town in the Northwest Territory. Its history includes the George Rogers Clark homestead, the beginning of the Lewis and Clark Expedition, and the Falls of the Ohio's internationally significant Devonian fossil beds. Today, the Town blends that history with expanding residential development, retail destinations, riverfront redevelopment, and convenient access to employment, education, health care, and entertainment.

Residents enjoy 14 parks, an aquatic center, sports complexes, Wooded View Golf Course, the Ohio River Greenway, and Origin Park. Popular regional and community events include Thunder Over Louisville, the Good Times Concert Series, photography contests, holiday activities, and arts programming. Clarksville also provides easy access to Louisville's museums, restaurants, cultural attractions, sporting events, and universities.



POPULATION
24,000



MEDIAN HOUSEHOLD INCOME
\$60,467



MEDIAN HOME VALUE
\$179,700
AVERAGE MONTHLY RENT
\$1,110

Tourism



History



GOVERNANCE & ORGANIZATION

Clarksville operates under a Council-Manager form of government. The Town Council consists of seven part-time members elected on a partisan basis serving four-year terms without term limits; five are elected by district and two at large. The Council selects one member to serve as Council President and appoints the Town Manager to direct day-to-day municipal operations. Other elected positions include a part-time Clerk-Treasurer and Town Judge. Clarksville's FY 2026 budget is approximately \$34.8 million, and the organization includes approximately 370 full-time, part-time, and seasonal employees.

The Town provides a full range of services, including:

- Administration, Finance, Human Resources, Communications, and Economic Development
- Planning, Building Permitting, Code Enforcement, and Facilities
- Public Works and Wastewater Collection and Treatment
- Police and Fire/EMS
(Employees represented under collective bargaining agreements)
- Parks and Recreation
(Under the direction of Parks District Board)

ABOUT THE JOB

The Building Commissioner protects the health, safety, and welfare of Clarksville residents through professional plan review, permitting, inspections, property maintenance enforcement, and facilities management. The Department also supports the Building Commission, Board of Zoning Appeals, Plan Commission, Technical Review Committee, and Unsafe Building Authority while serving as a trusted resource for residents, contractors, developers, architects, engineers, and business owners. Also responsible for facility maintenance, janitorial services, and capital improvements for the Clarksville Municipal Center Complex, including HVAC systems, landscaping, irrigation system, lighting, flags, floating pumps, etc.

Reporting to the Town Manager, the Building Commissioner will

- Lead all building permitting, inspections, code enforcement, plan review, and municipal facilities operations
- Direct plan review activities and ensure compliance with Indiana building, mechanical, plumbing, electrical, fire, accessibility, and energy codes
- Oversee zoning enforcement, nuisance abatement, unsafe buildings, and property maintenance activities
- Manage maintenance, capital improvements, and vendor contracts for the Municipal Administration Building, Police Department, Fire Department, War Memorial, and Municipal Center Complex
- Lead departmental staff while fostering exceptional customer service, collaboration, and operational excellence

ORGANIZATION STRUCTURE

Divisions within the Department::

- Building Permitting & Inspections
- Code Enforcement
- Municipal Complex Maintenance

QUICKFACTS

- **Employees:** 7.5 FTEs
- **Department Budget:** ~\$1.2 Million
- **Annual Permits Issued:** ~2,600
- **Electrical Permits:** 220+
- **HVAC Permits:** ~ 200
- **Plumbing Permits:** ~140
- **Direct Reports:** Two Building Inspectors, three Code Enforcement Officers, and shared administrative support
- **Facilities Overseen:** Municipal Administration Building, Police Department, Fire Department, War Memorial, within the Municipal Center Complex *(Maintenance of the Municipal Complex is largely coordinated by the Building Commissioner's oversight of various private contractors.)*

KEY PROJECTS FOR 2026

- **Customer-Focused Development Services:** Continue improving the permitting, inspection, and plan review process to provide efficient, responsive, and transparent service for residents, contractors, and developers while maintaining compliance with applicable state and local codes.
- **Municipal Facilities Stewardship:** Oversee preventative maintenance, capital improvements, vendor management, and long-term planning for the Town's Municipal Center Complex to ensure safe, efficient, and well-maintained public facilities.
- **Community Code Compliance:** Strengthen proactive code enforcement efforts that preserve neighborhood character, improve property maintenance, and protect public health and safety through education, collaboration, and consistent enforcement.

Job Description



IDEAL CANDIDATE

The ideal candidate is a progressive, customer-focused building official who combines strong technical building construction and code compliance knowledge with approachable leadership and outstanding interpersonal skills. The successful Building Commissioner will understand that building services play a critical role in supporting safe development, economic growth, and quality of life throughout the community.

This leader will possess extensive knowledge of building construction, permitting, inspections, code enforcement, and property maintenance standards while maintaining a solutions-oriented approach to customer service. They will be equally comfortable reviewing complex construction plans, presenting before public boards and commissions, collaborating with contractors and developers, and mentoring staff members.

The Town seeks an open, honest, and collaborative professional who communicates clearly, delegates effectively, and leads by example. The selected candidate will embrace continuous improvement, develop efficient work processes, and build positive working relationships with public officials, Town staff, residents, contractors, architects, engineers, and business owners. Experience managing municipal facilities, capital projects, and outside service contracts is highly desirable, as is the ability to balance regulatory compliance with practical problem solving.

EXPERIENCE & QUALIFICATIONS

Required:

- Minimum of two years of higher education in construction, engineering, architecture, building technology, or a related field.
- At least seven years of progressively responsible experience in commercial and residential construction, building inspection, code administration, plan review, or closely related work.
- Minimum of seven years interpreting and applying International Building Codes and related construction codes.
- Thorough knowledge of construction methods, permitting, inspections, and applicable state and local building regulations.
- Experience reviewing construction plans and specifications and preparing detailed technical comments for architects, engineers, designers, and contractors.
- Experience managing building inspections, permitting software, code enforcement activities, and Departmental operations.
- Working knowledge of GIS, Microsoft Office, and electronic permitting or code enforcement software systems (GovWell experience preferred).
- Possession of, or ability to obtain and maintain, a valid Indiana driver's license.

Preferred:

- Professional certifications related to building inspection, code administration, plan review, or construction management.
- Experience managing municipal facilities, grounds maintenance, HVAC systems, and contracted maintenance services.
- Experience working with the Indiana State Fire Marshal, local fire officials, and related regulatory agencies.
- Previous supervisory experience leading technical inspection or code enforcement personnel.
- Experience presenting before governing boards, commissions, and public meetings.

SALARY & BENEFITS

- **Compensation:** \$75,391 – \$91,317 DOE/DOQ annually
- **Health Benefits:** Comprehensive medical, dental, vision, short-term disability, long-term disability, group life insurance, and accidental death and dismemberment coverage are provided for employees and eligible dependents at an annual employee cost of just \$1.00 per year. Optional Flexible Spending Accounts and voluntary life insurance are also available through payroll deduction.
- **Paid Leave:** Vacation leave, personal leave, sick leave, and paid holidays provide employees with a competitive and flexible leave program that supports work-life balance.
- **Retirement:** Participation in the Indiana Public Retirement System (INPRS/PERF), including a 3% employee contribution paid by the Town and an 11.2% employer contribution. The Town also contributes \$3,000 annually to a 401(a) deferred compensation plan. Employees may also participate in an optional 457 deferred compensation plan through payroll deduction.
- **Additional Benefits:** The Building Commissioner receives a take-home vehicle, laptop computer, cell phone stipend, and reimbursement of up to \$25 per month for an employee gym membership and up to \$10 per month for a spouse's membership. The Town also supports professional development and continuing education to help employees remain current with changes in building codes, regulations, and industry best practices.



HOW TO APPLY

Apply Here



For more information on this position, contact:

Doug Thomas, Executive Vice President – Recruitment & Leadership Development

DouglasThomas@GovernmentResource.com | 863.860.9314

The Town of Clarksville is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.