

BUILDING INSPECTOR/BUILDING OFFICIAL/PLAN REVIEW

THE OPPORTUNITY

The Building Inspector performs a variety of routine and technical work in enforcing building and related codes. Examines construction plans and performs on-site inspections to determine conformity to codes and ordinances to protect the health, safety, and welfare of the public as well as protection of property. Performs a variety of related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official.

SUPERVISION EXERCISED

Oversees the Mechanical, Electrical, Plumbing, and Rental Third-Party Inspectors as well as support staff.

RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Reviews/inspects plans, specifications and blueprints of new buildings proposed for construction or the remodeling of existing buildings for compliance to state codes and ordinances. Approves permit applications for construction or remodel.
- Conducts on-site inspections of structures under construction and existing buildings to ensure conformity to state and local building codes. Monitors the inspection activities of the Third-Party trade inspectors. Utilizes standard computer software programs, including BS&A, to document inspection history.
- Enforces a variety of codes, including but not limited to: the City Code of Ordinances, Michigan Residential and Building Codes, International Property Maintenance Code, etc. Issues correction notices and citations.
- Explains and provides information regarding all applicable codes to architects, engineers, contractors, developers, residents, and other interested parties.
- Responds to customer service and information requests, either personally or through subordinates. Maintains records and documents of permits and customer service issues and resolutions.
- Trains City employees with building inspection and code enforcement duties as required.
- Performs related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR

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 ability (KSA's) required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of building codes, general construction practices, and a working knowledge of the various trades including Mechanical, Electrical, and Plumbing.
- Skill in the operation of computers, telephone, and various measuring devices.
- Knowledge and the ability to administer effectively the zoning ordinances of the City under the Zoning Administrator purview and with City Staff.
- Ability to communicate effectively both orally and in writing.
- Background requirements include a Building Inspector Registration, a Building Official Registration with Plan Review under State of Michigan Skilled Trades Act 407 **OR** the ability to obtain all registrations within the State provisional time frame. (see next points below)

- An individual who becomes employed by a governmental subdivision as a building official, plan reviewer, or inspector, if not already registered, shall within 30 days of employment apply to the commission for provisional registration.
- 7 years of experience in general building construction in any 1 or more of the following:
 - a. Building contractor
 - b. Person in charge of general building construction
 - c. Project manager, superintendent, supervisor or foreman actively engaged in general building construction immediately preceding submission of application
 - d. A skilled worker in structural carpentry, structural masonry, structural steel erection or structural concrete who has been actively engaged in the general building construction field immediately preceding application
 - e. A current license as an architect or engineer under article 20 of the occupational code 1980 PA 299
- ICC Certification as a Building Inspector and Plans Examiner desired.
- Attends seminars and other continuing education classes as required by the State of Michigan for maintaining required registrations.

REQUIREMENTS

A valid Michigan driver's license is required.

Must be able to successfully pass a background investigation.

Building Inspector Registration/Building Official Registration w/Plan Review under State of Michigan Skilled Trades Act 407 **OR** ability to obtain Registration within State provisional time frame. (see above)

7 Years of Experience in general building construction (see above)

PHYSICAL DEMANDS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in an office setting and out-of-doors. Hand-eye coordination is necessary to operate computers and various pieces of office equipment within the office. Physical dexterity is required for many field tasks.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. Occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee occasionally works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is rarely exposed to the risk of electrical shock should safety precautions not be implemented.

The noise level in the work environment is moderate in the office and quiet to loud in the field.

The City values diversity, equality and inclusion as a foundation for innovation and seek candidates who represent a variety of backgrounds and perspectives.