

Building Official Job Description

Job Title	Building Official
Pay Range	Contractual
Reports To	Township Board
Job Class	Public Official
Location	9255 Grand Blanc Rd Gaines MI 48436
Department	Building Department

Job Summary:

Building Code Inspector performing inspection assignments is to ensure that new construction and alterations in private and public buildings are in compliance with established codes, laws, and ordinances.

Work Performed:

The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

1. Inspects new construction, installations, and alterations of private and public buildings to ensure that codes, laws, and regulations established by the Department of Labor and Economic Growth are met.
2. Inspects approved plans, specifications, and permits for proposed projects.
3. Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.
4. Explains, both verbally and in writing, the building codes, laws, and regulations to architects, engineers, property owners, and contractors.
5. Issues written notices of code violations requiring corrective action.
6. Gathers evidence and prepares reports on reported and observed code violations.
7. Testifies at hearings or court cases related to violations of codes, laws, or regulations.
8. Assists other local municipalities in the administration and enforcement of the building code upon request.
9. Represents the department at related meetings, seminars, and conferences.
10. Prepares and/or maintains reports, files, and written correspondence.
11. Performs related work as assigned.

Additional Requirements:

Applicant must upon appointment, meet the requirements of Act 54 of 1986 and become registered as a building inspector and plan reviewer. Must possess a valid Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

The conditions herein 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 the essential job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Skills Required:

1. Knowledge of the state building code and related laws and regulations.
2. Knowledge of the standard practices, principles, processes, tools, equipment, and materials of the building construction trades.
3. Knowledge of the inspection techniques and practices.
4. Knowledge of the occupational hazards and safety precautions applicable to the work.
5. Knowledge of investigative techniques and methods.
6. Knowledge of code enforcement techniques.
7. Ability to read, interpret, and apply codes, laws, rules, and regulations relative to the work.
8. Ability to read and interpret construction plans and specifications.
9. Ability to critically observe new construction and/or alterations, obtain accurate data, and prepare reports.
10. Ability to communicate effectively.
11. Ability to meet and deal effectively with others.

Contracts are awarded as "at will" as deemed by the Board of Trustees. Building Code Inspector is subordinate to the Board of Trustees.