

CHARTER TOWNSHIP OF UNION JOB DESCRIPTION

BUILDING OFFICIAL

Supervised By: Community and Economic Development Director

Supervises: Functions as a leader for assigned inspectors and office workers

Position Status: Regular, Full-Time

FLSA Status: Exempt

Position Summary:

Under the supervision of the Community and Economic Development Director, is responsible for issuing building permits, inspection services and overseeing the rental housing inspection program. Administers and performs inspection and plan review activities and works closely with contractors, developers and building owners to ensure compliance of newly constructed, remodeled and existing structures with the applicable codes and local ordinances. Examines and approves construction plans to determine compliance with applicable building codes and ordinances and issues appropriate permits. Conducts and directs field inspections and insures the proper maintenance of all records.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs and oversees work performed within the inspections program area, and plans and organizes all aspects of relevant operations.
2. Oversees, manages and coordinates permit and inspection services. Develops and implements procedures according to Township policies and professional standards. Researches and recommends modifications or additions to ordinances as appropriate, and maintains records and prepares reports.
3. Directs all building services activities. Is responsible for oversight and coordination of other inspection personnel such as the trades inspectors. Responsible for final decisions regarding code application and oversight of all records management and reporting.
4. Oversees and directs work of the rental housing inspection program. Develops procedures and directs inspection process and enforcement efforts.
5. Performs construction plan review and conducts on-site inspections to ensure conformance to national, state and local building codes and ordinances. Resolves

interpretations for compliance with the adopted plumbing, mechanical, building and electrical codes.

6. Maintains regular office hours and provides information and advice to owners, contractors, developers, engineers, architects and others regarding building code requirements and construction procedures. Offers assistance in making application for permits.
7. Performs field inspections related to rough and final inspections, certificates of occupancy, rental inspections and other code conditions.
8. Prepares activity and special reports, and oversees the proper maintenance of inspection records.
9. Prepares and presents cases for court remediation related to stop-work orders, unsafe structures, unsafe living conditions or other code violations.
10. Assures that all required federal, state and local reporting is accomplished in a consistent and timely manner.
11. Participates in continuing education and maintains all required licenses and/or certifications. Assures similar instruction and compliance for other department personnel, as applicable.
12. Assists in property maintenance code enforcement as required by workload or situation.
13. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in construction management or a related field.
- Seven years experience in construction management and/or as a building inspector or building official.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Building Inspector, Building Official and Plan Reviewer licensures.
- Michigan Vehicle Operator's License.

- Thorough knowledge of the principles and practices of building inspections and building construction.
- Considerable knowledge of performing building inspections, applicable building codes, general plan review for residential and/or light commercial structures, reading blueprints and architectural plans, maintaining detailed and accurate records, and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township officials, contractors to the township, representatives of other governmental units, professional contacts, developers, architects, homeowners and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job the employee regularly works both indoors and outdoors, and must be able to tolerate working in changing weather conditions and potentially unsanitary conditions. The job requires travel by car to work sites. The noise level in the work environment

varies from quiet to loud.

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The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.