

## Building Official

### Employer

Charter Township of Union

### Population

13,500

### Compensation

\$47,130 to \$54,199 (mid-point)

### Closing Date

09/29/2017

### To Apply

Cover Letter, Résumé, & Employment Application to Union Township 2010 S. Lincoln, Mt. Pleasant, MI 48858 or [jloveberry@uniontownshipmi.com](mailto:jloveberry@uniontownshipmi.com)

### Description

The Charter Township of Union is seeking energetic, team orientated, qualified applicants for the full-time position of Building Official to perform typical Building Official duties to also include Plan Reviewer and Building Inspector to lead our Building Department. Requirements: Associates Degree in Construction Management or related field ; Seven (7) years experience as a construction manager and/or as a building inspector or building official; registered as a Building Code Official, Plan Reviewer, and Building Inspector in the State of Michigan; valid Michigan drivers license. Additional information can be obtained from the job description.

Details at <http://www.uniontownshipmi.com/Departments/TownshipOperations/EmploymentOpportunities.aspx>

**"The Charter Township of Union is an equal opportunity provider, and employer."**

## UNION CHARTER TOWNSHIP JOB DESCRIPTION

### BUILDING OFFICIAL

**Supervised By:** Township Manager  
**Supervises:** Employees assigned to the Building Department

#### **Position Summary:**

Under the administrative direction of the Township Manager, is responsible for building permits, inspection services and the rental housing inspection program. Oversees and performs inspection and plan review activities and works closely with contractors 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 Building Department. Manages subordinate employee(s), and plans, organizes, and directs all aspects of relevant operations including personnel, budgeting and general administration.
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 County trade inspectors. Responsible for final decisions regarding code application and oversight of all records management and reporting.
4. Oversees and directs 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, and architects 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 related field and seven years experience in construction management and/or as a building inspector or building official.
- Registered as a Building Code Official, Plan Reviewer and Building Inspector in the State of Michigan.
- Michigan Vehicle Operator's License.
- Ability to read and understand blue prints and architectural plans.
- Advanced knowledge of applicable building codes.

- Ability to be consistently courteous, tactful, reliable, thorough, organized, display good judgment and communicate effectively, both orally and in writing, with the public, other staff, and Township officials.
- Ability to effectively coordinate inspection personnel engaged in related assignments.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable software applications such as word processing, spreadsheet, specialized building department software, database and email/internet/world wide web as well as photographic, audio and video equipment.
- 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 is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting and view and prepare documents and reports. The employee is required to sit, stoop and crawl as necessary to observe building components and must be able to negotiate in confined spaces. The employee is required to climb ladders and uneven terrain.

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. The noise level in the work environment varies from quiet to loud.