



Building Official / Building
Inspector / Plan Reviewer

Department: Community Development Department
Classification: Full-Time Exempt
Reports To: Community Development Director
Date: 1/1/2012
Pay Grade: 10

Position Description

Objectives

- Reviews, checks and approves plans and specifications submitted with applications for building permits.
- Enforces and ensures compliance with the building codes.
- Inspects buildings, signs and other structures/sites in the process of construction, alteration or repair to ensure compliance with approved plans, specifications and all requirements of applicable building codes and the City of Walker Code of Ordinances.
- Performs administrative and technical work in directing inspection-related operations.
- Enforces and ensures compliance with the City of Walker Code of Ordinances, including the zoning ordinance, the soil erosion and sedimentation control ordinance, the stormwater control ordinance, the property maintenance ordinance, the nuisance ordinance, the liquor control ordinance, the mineral mining ordinance and other ordinances as specified herein.

Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Reviews, checks and approves construction plans, specifications and drawings to determine building code compliance. Issues building and occupancy permits.
2. Performs field inspections of building construction, alterations and repairs to ensure compliance with approved permits and state and local regulations.
3. Researches, interprets, analyzes and explains requirements of building codes, zoning ordinances and other applicable laws and ordinances to building contractors, development professionals, city officials and the general public.
4. Prepares staff reports for, and attends meetings of the zoning board of appeals, the mineral mining review board, the ordinance committee, the construction review board, and, on occasion, the city commission and the planning commission.
5. Works in conjunction with other city inspectors in the process of examining plans and permit applications for new construction, repairs and alterations.
6. In coordination with the Zoning Administrator, administrates zoning-related inspections, activities and permits.
7. In coordination with the Zoning Administrator, enforces the city zoning ordinance, nuisance ordinance, property maintenance ordinance and other ordinances as applicable. Issues violation tickets and represents the city during court-related enforcement activities.
8. In combination with the city clerk, reviews and approves business license applications.
9. Orders the correction of unsafe conditions in existing structures. Arranges for condemnation notices to owners and builders of improper or hazardous structures.

10. Issues repair notices and stop-work orders and prepares corresponding paperwork.
11. Maintains appropriate files, applications and records related to building codes, building permits, zoning administration, activities of the zoning board of appeals, activities of the building code board of appeals, general and official correspondence, floodplain permits and other regulatory activities.
12. Attends seminars and other continuing education classes as required by the State of Michigan for maintaining required certification as a building inspector and plan reviewer. Provides the community development director with a record of classes attended on an annual basis.
13. Serves as a professional resource for citizens when responding to inquiries, explaining interpretations of applicable laws and ordinances and other departmental administrative matters.
14. Prepares monthly and annual reports of activities to the community development director, the city commission and the city manager. Also prepares required State of Michigan reports regarding the number of permits, total dollar value and permit location.
15. Works with the city engineer's office regarding the issuance of soil erosion and storm water permits plus public utility and infrastructure permits.
16. Works with the city office of department of public works regarding the issuance of permits for items within the city rights of way.
17. In coordination with the Zoning Administrator, reviews, permits and inspects signs and billboards.
18. Perform other related duties as required.

Minimum Qualifications and Required Knowledge, Skills and Abilities

1. Minimum of a high school diploma. Some college or technical school training in civil or structural engineering is preferred.
2. Comprehensive knowledge of, and extensive experience with, the application of the Michigan Building Code (MBC) and the Michigan Residential Code (MRC) is required.
3. Licensed State of Michigan Building Inspector. Five (5) years of experience desired.
4. Licensed State of Michigan Building Official. Five (5) years of experience desired.
5. Licensed State of Michigan Plan Reviewer. Five (5) years of experience desired.
6. Experience in conducting code-related field inspections and investigations.
7. Comprehensive knowledge of the building trades and the modern practices, principles, materials and tools used during building construction. Extensive, successful and responsible construction experience.
8. Familiarity with the electrical, plumbing and mechanical codes that are in force within the City of Walker (see official list).
9. Excellent written and oral communication and interpersonal skills applied to interact effectively with others city staff members, city officials, contractors, developers, attorneys, realtors and the general public.
10. A comprehensive knowledge of and a proficient ability to read, understand and work from construction plans, blueprints, site plans, architectural drawings and other diagrams.
11. Demonstrated leadership, adaptability, effectiveness and resourcefulness in working with other inspectors, contractors, administrative staff, supervisors, officials and the general public.
12. Experience with Microsoft computer software. Experience with digital cameras, GIS and BSA software is preferred.
13. A proven ability to meet deadlines, to concentrate and pay attention to details, to organize, prioritize and work independently, and to schedule and produce work in a timely and professional manner.
14. A valid State of Michigan driver's license, a satisfactory driving record and the ability to maintain a valid driver's license throughout employment.

15. The ability to safely navigate through construction sites and other field inspections during all seasons. The ability to occasionally lift a minimum of 20 pound box to waist high level.

Physical Demands and Work Environment

The physical demands and work environment 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 job.

An employee in this position spends a portion of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, e-mail or in person, and move around the office. Significant time is spent driving to other locations to attend meetings and to conduct site visits. Field inspections are conducted on a daily basis in all weather conditions.

Approvals

The above is intended to describe the general content of and requirements for other performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description has been approved by all levels of management.

City Manager

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date