

BUILDING INSPECTOR

POSITION SUMMARY: Performs technical and specialized inspection work involving building construction and zoning to insure compliance with established standards and ordinances, codes, rules, and regulations. This position is responsible preparing correspondence, records, specifications, and reports. This position may also perform professional work in construction inspection related activities for the City's Community Development Program, with particular emphasis on inspecting, specification writing, and approval of construction work for housing and commercial rehabilitation under the rehab loan program. This position requires registration as a Building Inspector through the State of Michigan. An individual in this position may be required to be certified as a Lead Based Paint Risk Assessor. This position applies specialized knowledge and exercises independent judgment within prescribed limits.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of community services and direct supervision of the inspections supervisor or other designated official.

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. Inspect plans and specifications for new buildings, old buildings to be remodeled, and other installations before permits are issued and make inspections to ensure compliance with ordinances, building codes, and state or federal program standards as applicable.
2. Inspect building construction and demolition work to ensure proper safety methods are being used for the protection of adjacent property and the general public.
3. Inform and advise contractors and home owners or building codes and give information on proper construction methods and procedures.
4. Respond to public inquires in a courteous manner, provide information within the area of assignment, and respond to inquiries in an efficient and timely manner. Follow up within scope of authority and advise and/or refer to a supervisor if outside scope of authority.
5. Assist and advise contactors, builders, and the general public in completing applications and issuing permits. Approve building and other permits in accordance with City code and ordinances, inspections standards, and state and federal law as authorized.
6. Investigate violations of building codes and zoning ordinances while in the field and take the necessary action to enforce codes and ordinances.
7. Appraise the amount of damage to properties and determine the extent of required repairs.
8. Confer with supervisor and/or registered building official and City attorney to provide testimony in court.
9. Determine the structural condition of buildings in urban renewal and other areas.
10. Prepare and maintain records and reports of inspections, complaints, and investigations.

11. Assist other departments and public housing authorities in evaluation of substandard housing as assigned.
12. Assist departmental staff in planning, implementing, and evaluating programs, events, and activities.
13. Research and recommend innovations and ideas related to the growth of departmental programs, events, and activities.
14. Prepare specifications for contractor bids including demolition and rehabilitation of structures.
15. Develop specifications for rehabilitation loan projects and assist in preparing contracts for independent contractors as necessary according to City purchasing policies. Assist with contract oversight and monitor vendor performance to ensure compliance with City contracts as assigned.
16. Perform lead based paint risk assessments as assigned.
17. Monitor contractor compliance with bid specifications related to assigned contracts.
18. Keep abreast of new developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field.
19. Perform general code enforcement duties as required.
20. Maintain a neat, safe and professional workplace in the office, City vehicle, and in the field.
21. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Graduation from accredited high school, supplemented by advanced training in building construction and in one or more of the building trades.
- B. Ability to be registered with the State of Michigan as a provisional Building Inspector. An entrant into this classification must attain registration as a Building Inspector at the earliest date of qualification.
- C. Certification as a Lead Based Paint Risk Assessor may be required. An entrant into this classification where the certification is required who has not met the certification requirement must demonstrate acceptable progress toward attaining the certification within 1 month of hire and be fully certified within 6 months of hire.
- D. Ability to complete annual training programs for state regulation requirements and to maintain licenses required for the position.

- E. Responsible experience in performing building construction, construction inspection, or related work activities.
- F. Considerable knowledge of laws, ordinances, and codes dealing with building construction and zoning standards.
- G. Considerable knowledge of the methods, materials, and techniques used in building design and construction.
- H. Reasonable knowledge of inspection methods, in practices and techniques pertaining to building construction, and zoning matters.
- I. Reasonable proficiency in electronic technologies related to permit and inspection tracking and electronic communications.
- J. Ability to maintain databases and comprehensive record keeping systems assemble and present accurate reports and records. Possess systematic work habits, excellent organizational skills, and a proven ability to successfully problem solve.
- K. Ability to read and interpret plan specifications, blueprints, and contracts.
- L. Ability to work effectively within deadlines, under stress, and with changing work priorities. Demonstrated ability to manage multiple projects simultaneously.
- M. Ability to detect structural and other faults and to appraise the quality of construction and workmanship.
- N. Ability to communicate and present information effectively in both verbal and written manner.
- O. Ability to establish and maintain effective working relationships using tact, good judgment, and resourcefulness when working with associates, community agencies, businesses, volunteers, and the general public. Demonstrated competency of public and customer relations.
- P. Ability to safely negotiate foot travel in and around construction sites during entire scope of construction. This may include the use of ladders and similar devices as needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others and to produce, review, and interpret written documents. The employee is frequently required to sit; use hands and arms to reach, feel, and handle objects. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

An employee in this position regularly works both in the field and in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field circumstances may occur that are very strenuous and may involve

Building Inspector

working with bio-hazardous and/or hazardous materials and may require the use of protective gear. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances, which may include working in confined spaces, at various heights, and in all types of weather conditions. The employee will be required to drive in inclement weather.

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