

REGISTERED BUILDING OFFICIAL

POSITION SUMMARY: This is a technical and professional position within the Inspections Office of the Community Services Department, assisting in the administration and performance of construction inspection activities of the City. This position serves and acts as a Registered Building Official of the City of Wyoming performing such duties as required by law, including establishing policies and procedures, directing and administering the enforcement and interpretation of construction codes. This position performs technical and specialized inspection work involving building construction and zoning to ensure compliance with established standards and ordinances, codes, rules and regulations. This position assumes the general administrative and supervisory duties of the Building Inspections Supervisor in his/her absence.

SUPERVISION RECEIVED: Work is performed under the general direction of the Director of Community Services and the immediate supervision of the Building Inspections Supervisor.

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. Work cooperatively with the Director of Community Services, Building Inspections Supervisor, staff, and others to establish priorities, develop department plans and goals, coordinate activities, and implement projects.
2. Act as a City of Wyoming Registered Building Official, the duties of which are prescribed by State of Michigan law, and is charged with the administration and enforcement of the code, including but not limited to:
 - a. Oversee the receipt and review of applications, construction documents, and issuance of construction permits.
 - b. Review, accept, and within scope of authority, approve reports of inspection by authorized agencies and individuals.
 - c. Engage expert opinions as deemed necessary to report upon unusual technical issues that may arise.
 - d. Act with all due authority on interpretation of construction codes and required dictating necessary remediation.
 - e. Approve and accept materials, equipment, and devices that shall be constructed or installed according to approvals granted.
 - f. Maintain the official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued, whose retainage in the official records shall be maintained as required.
 - g. Investigate and resolve building construction requests for interpretations and appeals.
 - h. In consultation with the Building Inspections Supervisor, monitor caseload consistency and performance; make assignments; perform and ensure

construction inspections are conducted properly and in a timely manner; maintain records on cases; prepare correspondence and facilitate solutions regarding problem cases.

- i. Confirm staff has required certifications and licenses and that current licenses are on file with the City.
3. Confer with Director of Community Services, City Planner, Building Inspections Supervisor, staff, and other officials in exchanging information on city planning, zoning, subdivision control, and related activities.
4. In accordance with licensure, inspect plans and specifications for new and remodeled construction, and other installations; issue and record permits; inspect installations, repairs, and alterations; affirm and audit completed work including proper use of material and standard of workmanship to ensure compliance with ordinances and building codes.
5. In accordance with licensure, inspect construction and demolition work to prevent hazards in occupied dwellings; ensure proper safety methods are being used for the protection of adjacent property and the general public.
6. Prepare and maintain records and reports of inspections, complaints, and investigations.
7. Respond to inquiries and explain building and zoning code requirements. Inform and advise contractors and homeowners regarding building codes and give information on proper construction methods and procedures.
8. Investigate suspected violations of regulations, codes, and zoning ordinance; take necessary action to ensure compliance.
9. Use GPS and GIS systems, computers, and associated databases and maintenance software to perform, research, complete, and document various tasks.
10. Interact with the public under extreme environments and circumstances, including severe weather events and other emergencies.
11. Prepare information for FEMA. Perform damage assessments; complete data sheets, accident and incident reports, logs, documentation of activities, supply inventory, and other related records and reports including documentation of activities. Perform investigations as required.
12. Work with the City Planner and records changes in the official zone book and map.
13. Work cooperatively with the Director of Community Services, Building Inspections Supervisor, and other designees in preparing materials, reports, displays, resolutions and ordinances. Present information to various groups, including the City Council and boards and commissions, such as Construction Board, Housing Board and Zoning Board, and attend meetings as necessary.
14. Provide high-quality customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner; may include follow up on corrective action and ensuring

that replies are provided. Follow up within the scope of authority, make recommendations, and/or refer to the Building Inspections Supervisor or department head as necessary.

15. Assist and advise contractors, builders, property owners, and others in making out applications and issues permits. Work with administration, staff, and the public to effectively meet their needs and develop solutions. Provide backup for the customer service counter.
16. Confer with Director of Community Services, Building Inspections Supervisor, and others in exchanging information on construction permitting and departmental activities.
17. Participate in the department budget development and administration, ensuring that activities are completed according to established budgetary and purchasing policies and procedures.
18. Actively stays informed of new regulatory 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. Regularly recommend process and program improvement.
19. Assist Director of Community Services, Building Inspections Supervisor, and City Planner in researching and recommending changes to ordinances and fee schedules.
20. Serve as a mentor, advisor, and trainer to staff. May act in a supervisory role about personnel issues. Assist the Building Inspection Supervisor in the evaluation of employee performance.
21. Prepare materials for boards, commissions, court proceedings, and appeals. Attend, present, and testify, as required.
22. Assist in the evaluation of substandard housing.
23. Perform rental property inspections and general code enforcement duties as required.
24. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below 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. Possess and maintain registration with the State of Michigan as a Registered Building Official. Possess and maintain licensed construction inspector credentials in building, housing, electrical, mechanical, and/or plumbing.
- B. A bachelor's degree in construction management, public administration, engineering, architecture, or related fields is preferred. A minimum of three years' responsible work experience. An equivalent combination of education, training, and experience may substitute for the degree requirement.

- C. Experience in building construction and licensed in one or more of the building trades. Experience in performing building construction and/or project management, construction inspection, or related work activities.
- D. Thorough knowledge of the modern principles, methods, materials, techniques, and practices used in building design, construction, and conducting inspections and zoning matters. Ability to read and interpret construction plans, specifications, and blueprints.
- E. Considerable knowledge of laws, ordinances, and codes pertaining to building construction and zoning standards and requirements.
- F. Inspect plans and specifications for new buildings and the remodeling of old buildings before permits are issued and make inspections to assure compliance with zoning ordinances and state and city building codes.
- G. Ability to generally detect structural and other faults and public safety hazards in facilities and natural environments and to appraise the quality of construction and workmanship of other trades and report suspected concerns to the property licensed inspector. Exercise judgment to secure areas and remediate concerns in immediate or acceptable manner.
- H. Demonstrated ability to prepare timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written manner to varied audiences.
- I. Ability to gather and analyze data.
- J. Assist with the preparation of applications for Boards of Appeals and attend their meetings and field inspections as necessary.
- K. Establish effective and cooperative working relationships and uses tact, good judgment, and resourcefulness when working with superiors, associates, subordinates, volunteer workers, governmental agencies, other organizations, contractors, vendors, and the public. Maintain favorable public relations.
- L. Knowledge of training and supervisory techniques and employee policies and procedures. Demonstrates skill in planning, organizing, scheduling, directing, and coordinating work activities.
- M. Possess excellent organizational skills and the ability to problem solve. Detailed oriented; possess skill in organizing schedules and coordinating associated resources. Proven ability to develop, improve, and follow procedures and develop and carry out routine and complex instructions.
- N. Demonstrated ability to think strategically; learn about diverse City operations and processes. Ability to understand the larger perspective and goals of the organization.
- O. Able to learn, understand, and apply appropriate use of personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, electrical safety, and department specific safety procedures.
- P. Able to safely negotiate foot travel in and around construction sites during entire scope of

construction. This may include entering trenches and/or the use of ladders and other devices as needed.

- Q. Demonstrate proficiency in the use of information technology, including software applications related to areas of responsibility and can quickly learn other technology as necessary. Extensive knowledge of permit and code compliance software and Geographic Interfaces Systems (GIS).
- R. Ability to work effectively within deadlines, under stress, and with changing work priorities.
- S. Ability to develop, implement, and evaluate all phases of contract management, including but not limited to discern contract options, identify scope, negotiate terms, project oversight, and evaluation.
- T. Ability to work as a team member, follow established procedures, and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- U. Ability to work varying schedules as necessary to accomplish assignments.
- V. Able to complete annual training programs for state registration requirements. Stay informed of new developments, current issues, and strategies through continued education and professional growth. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.
- W. Possession of a valid motor vehicle operator's license by the State of Michigan.

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 talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business 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 working in unsanitary environments. This may include exposure to noxious odors, dust, particles, or other adverse environmental conditions. The employee may be exposed to uncontrollable and/or hostile environments and circumstances, which may include businesses, personal residences, construction sites, and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites, working at various heights, and in all types of weather conditions. The employee is required to drive in inclement weather.