



## **BUILDING INSPECTOR**

### **NATURE OF WORK**

This position requires the completion of technical work in securing compliance with building and zoning codes and related regulations. The work involves inspecting residential, industrial, and commercial buildings and other construction for structural soundness, sanitation, fire, safety, and conformance with approved plans. Employees usually work independently in the field and are responsible for determinations requiring technical judgment, although consultation and advice are available for difficult situations. Assignments and supervision is received from the Building Official or Fire Marshal.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Advises owners and contractors regarding code compliance.
2. Conducts plan reviews (on commercial and residential projects.)
3. Issues building permits.
4. Conducts inspections of buildings or structures as work progresses and records inspections.
5. Performs inspections on substandard dwellings or buildings for health and safety hazards.
6. Conducts joint inspections with other inspectors such as Fire, Plumbing, Mechanical, Electrical, and Health.
7. Inspects existing homes as requested prior to sale for FHA, VA, or others.
8. Enforces various code enforcement and nuisance ordinances.
9. Ability to operate and enter information into BS & A software program.
10. Performs related work as required.

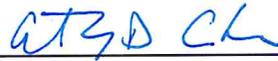
### **ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

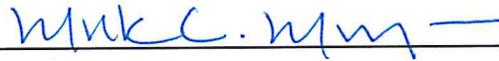
- A thorough knowledge of building and zoning codes, construction methods and materials, and trades practices.
- Ability to read and interpret plans and specifications, and to enforce codes.
- Ability to establish and maintain effective public relations.
- Ability to prepare and maintain accurate records and reports.
- Ability to see well to complete duties 3-9.
- Good physical mobility to perform duties 3-9.

- Ability to work effectively with numbers to complete duties 2 and 9.
- Ability to work under stress.
- Graduation from an accredited high school or GED, preferably supplemented by technical training in general construction, blueprint reading and industrial arts.
- Ten years of experience as a skilled craftsman or in work related to building construction.
- Must maintain the appropriate state registration.
- State certification as a Building Inspector required and Plan Review certification desired.
- A valid MI driver's license.

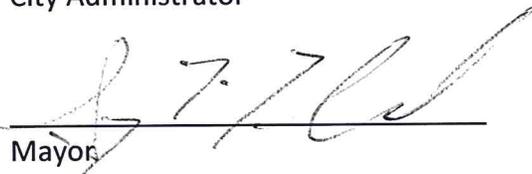
Approval:



Personnel Director



City Administrator



Mayor

October 2019