



## **BUILDING OFFICIAL**

### **NATURE OF WORK**

This position requires skilled supervisory and field inspection work and related office work in securing compliance with municipal and state codes and regulations governing building construction. Work involves the responsibility for reviewing plans for the determination of compliance with requirements and standards as set forth in pertinent codes. The work also involves conducting commercial and industrial inspections of buildings and structures to determine compliance. Work is performed independently and requires the use of technical judgment and discretion. The incumbent assumes responsibility for supervising subordinates engaged in related inspection services. Supervision is received from the Fire Marshal by means of conferences, reports, observations of results obtained and through evaluations.

### **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. Supervise and perform building and trades inspection work.
2. Review plans and specifications for new buildings and the remodeling of existing buildings before permits are issued.
3. Assist in formulation of departmental policies and procedures.
4. Inspect building construction and demolition work to ensure proper safety methods are being used for the protection of adjacent property and the general public.
5. Inform and advise contractors regarding building codes and give information on proper construction methods and procedures.
6. Assist and advise contractors, builders and the general public in making out applications and issuing permits.
7. Investigate violations of building codes and city ordinances and take the necessary action to achieve compliance.
8. Inspect soil for adequate foundation requirements.
9. Testify in court when necessary.

10. Prepare and maintain records and reports of inspections, violations and corrections.
11. Issue construction stop orders as required after consultation with the Fire Marshal.
12. Approve building permits.
13. Work with zoning review and enforcement issues.
14. Coordinate inspections with block grant program as needed.
15. Supervise building division staff.
16. Perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, 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:

**Considerable** knowledge of the laws, ordinances and codes dealing with building construction, standards, and requirements.

**Considerable** knowledge of the methods, materials and techniques used in building design and construction.

**Considerable** knowledge of inspection methods, practices and techniques.

**Ability** to read and interpret plans, specifications and blueprints.

**Ability** to detect structural and other faults and to appraise the quality of construction and workmanship.

**Ability** to assign and evaluate the work of other employees.

**Ability** to assemble data and to prepare and maintain correspondence, records, and reports.

**Ability** to work effectively with the public, contractors, and other municipal employees.

**Ability** to see and hear well to complete necessary duties.

**Ability** to work under stress.

**Graduation** from an accredited high school, preferably supplemented by technical training in general construction blueprint reading and industrial arts and minimum two years of college. A college degree in Construction Management and Science from an accredited college or university is preferred.

**Six years** of experience as a skilled tradesperson or in work related to building construction and municipal zoning.

**Certification** required by the State of Michigan as a licensed building official.

**A valid** State of Michigan driver's license.

**Approval:**



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Personnel Director



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City Administrator



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Mayor