

## **Park Township Job Description**

**Job Title:** Building Inspector

**Department:** Building

**Reports To:** Township Manager

**FLSA Status:** Exempt

**Approved By:**

**Approved Date:**

**Summary:** Responsible for reviewing plans and specifications prior to issuance of permits, ensure conformance with the MI Residential Code, MI Building Code, and related codes; maintain records and prepare reports on projects inspected; assist, advise and interpret related codes; coordinate work with other inspectors and city departments; and performs a variety of technical tasks relative to assigned area of responsibility. Also tasked with inspection of work quality and materials in a variety of construction projects during various stages of construction and remodeling for code compliance.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Receives building permit applications; reviews, checks and examines construction plans, specifications and drawings to determine building code, site plan, and related ordinance compliance with State and local codes; issues building permits; maintains appropriate building permit records.
2. Inspects residential (commercial and industrial may be contracted to an outside entity) and other buildings during and after construction to ensure that all components meet the provisions of the building code, local ordinances, and approved plans, specifications and standards.
3. Enforces Dangerous Building ordinance including conducting investigations; orders correction of unsafe conditions in existing structures; arranges for issuance of condemnation notices; attends public hearing and monitors demolition process through to completion.
4. Provides information and counsel on building code requirements to residents, builders, architects, engineers, attorneys, Township Manager and other interested parties.
5. Attends seminars and other continuing education classes as required by State of Michigan for construction trends/new materials through trade journals and attending seminars and trade conferences.
6. Processes applications to the construction Board of Appeals; attends construction Board of Appeals meetings to respond to questions.
7. Performs other duties and special projects as requested.

**Supervisory Responsibilities:**

n/a

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical**

- Synthesizes complex or diverse information;
- Collects and researches data;
- Uses intuition and experience to complement data.

**Planning and Organization**

- Independently plans, organizes, and schedules work;
- Pays close attention to details.

**Interpersonal Skills** – Ability to establish working relationships and use good judgment, initiative and resourcefulness when dealing with builder, architects, planners, property owners, the public, other professional contacts, and Township officials.

- Focuses on solving conflict, not blaming;
- Listens to others without interrupting;
- Keeps emotions under control;
- Remains open to others' ideas and tries new things.

**Oral Communication**

- Listens and gets clarification;
- Responds well to questions.

**Written Communication**

- Able to read and interpret written information.

**Judgment**

- Displays willingness to make decisions;
- Exhibits sound and accurate judgment;
- Includes appropriate people in decision-making process;
- Makes timely decisions.

**Professionalism**

- Approaches others in a tactful manner;
- Reacts well under pressure;
- Treats others with respect and consideration regardless of their status or position;
- Accepts responsibility for own actions;
- Follows through on commitments.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Responsible for reviewing plans and specifications prior to issuance of permits, ensure conformance with the MI Residential Code, MI Building Code, and related codes: maintain records and prepare reports on projects inspected; assist, advise and interpret related codes; coordinate work with other inspectors and township departments; and performs a variety of technical tasks relative to assigned area of responsibility. Also tasked with inspection of work quality and materials in a variety of construction projects during various stages of construction and remodeling for code compliance.

**Language Skills:**

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Skill in reviewing and interpreting topographic maps, site plans, blueprints, specifications and complex construction drawings.

**Mathematical Skills:**

Ability to calculate figures and proportions, area, circumferences, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

Use of Microsoft Office and the Internet is required on a regular basis. Skill in navigating, updating, modifying and adding to records in BS&A Permits database.

**Certificates, Licenses, Registrations:**

Plan Review and Building Inspector designation by the State required.

**Other Qualifications:**

Valid Michigan driver's license and ability to travel regularly throughout Township. Thorough knowledge of the practices of plan review and site inspection.

**Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in the field situations.