

Approved: August 12, 2019**Exempt****DEPARTMENT: Community Development / Building Department REPORTS TO: Township Supervisor****GENERAL STATEMENT OF DUTIES:**

This position performs supervisory and administrative duties in planning, organizing, directing and coordinating the operation of the Township building and inspection Services. Responsibilities include enforcement of the State Construction Code Act and related Township zoning requirements and ordinances; initiation of legal action necessary to achieve compliance with all relevant ordinances; and supervision of employees engaged in related inspection, ordinance enforcement activities. Work is performed under supervision of the Township Supervisor.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS :

(Note: These examples are intended merely as illustrations of the various types of work performed)

- Prepares and maintains records of plans, permits, inspections, letters and reports prepared or used in connection with all building projects; responds to questions from property owners, architects and builders; interprets codes.
- Oversees final inspection for building construction projects at completion for issuance of certificate of occupancy.
- Resolves code interpretation issues for inspections of buildings under construction and existing buildings for compliance with the adopted Plumbing, Mechanical, Building, Electrical and Property Maintenance Codes. Grants modifications to adopted codes when necessary.
- Supervises full and part-time inspectors of various disciplines. Trains, evaluates and recommends discipline of employees; assigns, monitors and coordinates work.
- Manages contracts for contracted service including engineering, fire suppression, and plan review.
- Conducts periodic field inspections for conformance to policies and procedures; performs difficult and complex inspections.
- Develops and establishes policies to ensure efficient issuance of building, electrical, mechanical, plumbing, and other permits.
- Keeps informed on new building methods and materials and their effect upon existing laws and regulations; recommends revisions and updates of building, electrical, mechanical and plumbing codes.
- Acts as project coordinator and for municipal sponsored construction projects as directed.
- Follows up on all conditional and temporary approvals.
- Works with other Township departments and staff in coordinating plan approval and building code related issues.
- Establishes and maintains liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving Township objectives and ensuring compliance with appropriate laws, regulations and development standards.
- Prepares and manages budget for building inspections and fee system; approves expenditures for building inspection.
- Attends meetings and assists the Zoning Board of Appeals, Building Board of Appeals, and other Township Boards and Commissions as needed.
- Responsible for oversight and administration of rental inspection program.
- Prepares information for hearings and appeals.
- Reviews site plans and issues building and non-building permits.
- Assists Township Attorney in preparation and presentation of Township ordinances related to building codes and when necessary works with attorney to prepare building code related cases.
- Perform other duties as assigned.

ESSENTIAL JOB FUNCTIONS - KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum of 2 years college-level coursework with continuing education and training in civil or architectural engineering, building inspection, code compliance or related subjects required. Bachelor's degree in the field of architecture, engineering, building constructions, drafting or a related field preferred.
- 6 to 8 years of related professional experience; a minimum of 2 years of experience supervisory responsibility preferred.
- Current Act 54 Building Official registration through the State of Michigan Bureau of Construction Codes preferred.
- Act 54 Certification required with the requirement to obtain Building Official certification within 1 year.
- Current, valid Michigan Driver's License with a driving history that does not create liability concerns; which includes, but is not limited to, convictions for reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.
- Extensive knowledge of pertinent federal, state, county and township laws, codes, ordinances, and regulations.
- Extensive knowledge of mechanical, electrical, plumbing and engineering methods and processes related to building construction and inspection.
- Extensive knowledge of proper methods of building construction and inspection, and legal procedures involved in the enforcement of building codes. Extensive knowledge of practices and skills employed in the building industry.
- Extensive knowledge of the techniques of ordinance enforcement.
- Ability to interpret technical building codes and ordinances; ability to read and interpret building plans and specifications.
- Ability to establish and maintain effective working relationships with other employees, government officials, business representatives and the general public.
- Ability to analyze problems and to present facts and recommendations effectively in both oral and written form.
- Ability to clearly communicate procedures, problems, and policies with fellow employees and the public in a tactful and courteous manner.
- Ability to work in a team and foster a team environment.
- Exceptional proven customer service orientation and skills.
- Demonstrated attention to detail and importance of responsiveness to internal and external customers.

PHYSICAL DEMANDS:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
- Stand-	Frequently	- Less than 10 lbs-	Frequently
- Walk-	Frequently	- 10 - 29 lbs-	Occasionally
- Sit-	Frequently	- 30 - 59 lbs-	Rarely
- Use of Hands/Fingers-	Constantly	- 60 - 100 lbs-	Rarely
- Reach-	Occasionally	<u>Push/Pull</u>	
- Climb-	Rarely	- Less than 10 lbs-	Occasionally
- Crawl-	Rarely	- 10 - 29 lbs-	Occasionally
- Squat or Kneel-	Rarely	- 30 - 59 lbs-	Rarely
- Bend-	Rarely	- 60 - 100 lbs-	Rarely