



## **JOB DESCRIPTION BUILDING OFFICIAL**

**(Approved – September 19, 2023)**

### **NATURE OF WORK**

Under the supervision of the Township Superintendent, directs the permitting, plan review, inspection and enforcement processes of the Texas Township Building Department, assuring orderly and safe construction within the community. This position is appointed to administer and enforce the Michigan Building Codes representing the Township. This position supervises the Building Department inspection staff, engages in plan review, issues permits, performs inspections, and provides interpretation and enforcement of building codes and associated codes and local and state ordinances.

### **ESSENTIAL JOB FUNCTIONS**

An employee in this position may be called upon to perform any or all of the following essential functions. These functions include but are not limited to 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. Administer and enforce the State of Michigan building and associated codes as a registered building official appointed to represent the Township.
2. Review plan submittals, specifications and blueprints for new construction and/or the remodeling of buildings for compliance to building codes and related ordinances. Approves permit applications for construction or remodeling when compliance has been achieved. Approve and issue certificates of occupancy.
3. Performs field inspections of building construction, alterations and repairs to ensure compliance with approved permits and state and local regulations.
4. Researches, interprets, analyzes and explains requirements of building codes, and other applicable laws and ordinances to building contractors, development professionals, township officials and the general public.
5. Provide staff support to the Construction Board of Appeals. Processes and reviews applications, prepares meeting packets, with the support of the Building Coordinator, and attends meetings.
6. Works in conjunction with other township staff in the process of examining plans and permit applications for new construction, repairs and alterations.
7. In coordination with the Planning Department, administrates zoning-related inspections, activities and permits.
8. Issues violation notices and stop-work orders and prepares corresponding paperwork.
9. Maintains appropriate files, applications and records related to building codes, building permits, activities of the construction code board of appeals, general and official correspondence and other regulatory activities.
10. Attends seminars and other continuing education classes as required by the State of Michigan for maintaining required certification as a building inspector and plan reviewer. Provides the Superintendent with a record of classes attended and certification status on an annual basis.
11. Serves as a professional resource for citizens when responding to inquiries, explaining interpretations of applicable laws and ordinances and other departmental administrative matters.
12. Prepares monthly and annual reports of activities to the Superintendent and Township Board. Also prepares required State of Michigan reports regarding the number of permits, total dollar value, and permit location.



13. In coordination with the Planning Department, reviews, permits, and inspects signs and billboards.
14. Provide direct supervision and direction to inspectors, Building Coordinator, and building support staff.
15. Demonstrate leadership skills in defining and effectively communicating building department objectives, and township objectives, and in creating a working environment that stimulates positive attitudes, problem-solving solving and teamwork.
16. This position performs the duties expected of a department head including but not limited to the preparation of annual departmental operating budget and capital improvement plan projects, performs analyses of operations, and completes performance evaluations for department staff.
17. Coordinate with and support the Fire Marshal with administration and enforcement of applicable fire codes.
18. Perform other related duties as required.

***Required State of Michigan Registrations***

- Building Inspector Registration
- Building Official Registration
- Plan Reviewer Registration

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.

- Graduation from an accredited high school or GED Certificate supplemented with advanced course work in building construction, architecture, or engineering preferred.
- Certification/Registration from the State of Michigan Department of Licensing and Regulatory Affairs as a Building Official, Building Inspector and Plan Reviewer with the ability to maintain certifications through attendance at required continuing education courses.
- Required experience:
  - A minimum of five years construction inspection and/or code enforcement experience required
  - Five (5) years management experience inclusive of five years supervisory responsibility of a work group required
- Comprehensive knowledge in reviewing and interpreting topographic maps, site plans, blueprints, specifications and complex construction drawings.
- Skill in the use of computer software including, but not limited to, Microsoft Office applications, BS&A Permits Platform and the ability to conduct research using the Internet.
- Comprehensive knowledge of the methods, materials and techniques used in modern building design and construction.
- Thorough knowledge, understanding and ability to interpret all state and local building codes, property maintenance code, zoning related ordinances.
- Knowledge of municipal government operations including administration and budgeting practices.
- Skill and ability to critically assess situation, solve problems, and work within deadlines and change in work priorities.
- Ability to maintain confidential working relationships.
- Skill and ability to perform mathematical computations.



- Interpersonal skills to establish and maintain effective working relationships with coworkers, supervisor and elected officials. The ability to communicate effectively with the public and satisfactorily resolve conflicts and service complaints; the ability to maintain tact and diplomacy in dealing with the public.
- Ability to work independently and set daily schedule with minimal direct supervision.
- Must possess and maintain a valid driver's license with a good driving record.
- Must have good hearing, clear speech and the ability to perform visual inspections.
- Must have mobility and be able to traverse uneven surfaces to perform inspections in the field.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear, 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 be able to occasionally lift and/or move items a minimum of 20 pounds to waist high level.

While performing the duties of this job, the employee works in both 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 to potentially loud in field situations.