

## **Job Title: Building Inspector & Code Enforcement Official**

Position Type: Staff or Contract

Reports To: Township Supervisor or Building Department Head

### **Overview:**

Performs construction plan reviews and conducts inspections of all phases of new construction. As part of the inspection process determines conformity to building and ordinances, initiates compliance actions when violations are found, and prepares required reports. Enforces other property-related ordinances.

### **Key Responsibilities:**

- Reviews building and site plans for compliance with the Michigan Building Code, local zoning ordinances, and other applicable regulations; issues permits accordingly.
- Conducts on-site inspections of construction, renovations, and repairs to ensure compliance with approved plans and code requirements; performs final inspections and issues certificates of occupancy.
- Investigates zoning and building code violations, including complaints related to blight, unsafe structures, junk vehicles, signage, and other ordinance issues; documents findings and initiates enforcement actions as needed.
- Enforces the Dangerous Building Ordinance by conducting inspections, issuing correction or condemnation notices, attending hearings, and monitoring compliance or demolition.
- Maintains or oversees the accurate and up-to-date records of all permits, inspections, violations, and correspondence; enters inspection data into the Township's system.
- Provides code and ordinance guidance to residents, builders, architects, engineers, attorneys, and the Township Board of Trustees & Planning Commission.
- Represents the Township at hearings, legal proceedings, and Construction Board of Appeals meetings; processes appeals and provides relevant information.
- Develops and monitors the annual departmental budget; prepares and presents monthly reports to the Township Board regarding activities and enforcement.

- Collaborates with the Planning Department as needed on development matters and recommends updates or amendments to building and zoning codes.
- Participates in continuing education and maintains state certifications as Building Official, Building Inspector, and Plan Reviewer, in compliance with the Stille-Derossett-Hale Single State Construction Code Act (PA 230 of 1972).
- Supports disaster response operations as assigned; maintains cooperative relationships with relevant County and public safety agencies.
- Performs other duties and special projects as needed to ensure effective township operations.

**Appointive Authority (if applicable):**

Appointed by Township Board

**Other Requirements or Notes:**

- - Must be licensed and certified in accordance with state requirements
- - Strong knowledge of construction practices and codes

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

The work requires written and verbal communication skills. The required level of proficiency would normally be obtained through successful completion of a high school curriculum.

Must have mechanical aptitude and general knowledge of building construction. Must be able to read construction plans and have the ability to communicate with the public in a manner suitable for a public employee. Must have the ability to read, understand, and enforce the assigned codes in a progressive manner. Must be able to effectively communicate with architects, engineers, builders, etc. These skills and abilities are normally obtained through four or more years of experience as a Building Inspector or in building trades.

**CERTIFICATION/LICENSURE:**

The work requires registration as a Building Inspector/Official and Plan Reviewer by the State of Michigan, a valid Michigan Builder's License, and possession of a Valid Michigan Vehicle Operator's License.

**WORKING CONDITIONS:**

The work is performed primarily in the field. Field work is performed year round and requires crawling, climbing, and descending into confined spaces.

Office work is also required.