

CITY OF LATHRUP VILLAGE JOB DESCRIPTION

DIRECTOR – BUILDING DEPARTMENT

Supervised by: City Administrator
Status: Department Head direct report City Administrator; Overtime Exempt
Supervises: Building Department, Code Enforcement, DPS Department, and contractors for janitorial services and building maintenance, volunteers, interns, and other administrative staff as assigned.

Position Summary: This is a management level position that exercises discretionary judgment and is responsible for planning, administering, coordinating and delivering all operations and management of building department, code enforcement, DPS Department, and building maintenance and safety.

This position involves managing employees, vendors/contractors, facility operations, building department, code enforcement and DPS. This position manages the Independent Contractor for Building Services and related contract services.

The incumbent develops short- and long-range goals along with establishing and implementing policies and procedures pertaining to the effective and efficient operation of Building Department, facilities and DPS. Monitors progress and performance of support staff that are assigned to assist with related functions.

Under the general supervision of the City Administrator, provides oversight and planning all improvements to the Building Department, DPS, and facilities.

ESSENTIAL DUTIES AND JOB FUNCTIONS – BUILDING DEPT / CODE ENFORCEMENT:

SUMMARY: Under the supervision of the City Administrator, performs a variety of duties related to the City's building department activities. Performs inspection work related to code and ordinance compliance and enforcement to ensure adherence to local and state codes, regulations, and standards. Processes permits, schedules inspections, and coordinates with the Building Official and other departments. Prepares correspondence, records, reports, and related work as required. Responsible for drafting department related policies and procedures.

1. Provides annual budgetary information, and amendments, as required. This also includes regular monitoring of areas that are relevant to the Building Department, Facilities, including the Community Room, areas of the budget and associated.
2. Patrols the city and inspects various locations for compliance with applicable State and local codes, ordinances and governing regulations.
3. Enforcement of minimum property maintenance standards and conditions of residential and commercial properties, buildings, and structures.
4. Advises commercial and residential property owners and/or tenants of code violations through direct contact when possible, to seek voluntary compliance where standards are

not met. Inform and advise property owners and/or tenants regarding related ordinances and taking the appropriate corrective measures to enforce codes and ordinances.

5. Responds to complaints of potential code violations related to signage, building occupancy, housing conditions, zoning and land use, various nuisances violations including animals, noise, dumping, clearing, polluting, unlicensed and inoperable vehicles, trash, debris, overgrown grass, and all other code related matters that fall within the jurisdiction of the department.
6. Compiles code violation documentation and prepare documentation for prosecution when owners or tenants fail to comply, and testify in court when required.
7. Issues corrective and Emergency Orders with concurrence by the Building Official or City Administrator to ensure compliance.
8. Arranges for boarding/securing of vacant structures to protect persons and property.
9. Coordinates with the DDA Director relative to code enforcement activities within the DDA District.
10. Responds to standard and complex inquiries and provides general information to citizens regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
11. In collaboration with the City's Building Official and City may coordinate and provide oversight of trades inspections, permit process, and code enforcement activities. Works with engineers, contractors, other City departments, and the public to coordinates City projects, initiatives, and activities.

Supports and participates in the processing of a wide range of permits from contractors and the general public including building and associated trades permit applications. Coordinates activities with the Building Official, schedules inspections, and reviews special use applications and zoning appeals. Calculates and collects the proper fees related to permits. Generates monthly permit reports for the County Assessor and City Administrator.
12. Assists property owners and the general public with compliance issues or general questions. Provides information and advice regarding code requirements.
13. Assists with inspections and administration of Rental Registration and Inspection Program.
14. Enters data in BS&A system, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents.
15. Researches various issues as assigned and makes recommendations to the Building Official and/or City Administrator, which will enhance public safety regarding building code and ordinance requirements.
16. Assists with preparing information for Boards, Commissions and other bodies as directed.

17. Attends meetings and presents information as required.
18. Serves as a back-up to other City/Building Department functions as operational needs demand.
19. Consult with and coordinate enforcement activities with City Administration.
20. Answers field inquiries from and advises commercial property owners, residents, contractors, and the general public regarding compliance with municipal code provisions, regulations, and standards.
21. Required to maintain accurate, complete records of citations, complaints, inspections, photographs and violations discovered during his/her patrol time and report all enforcement actions.
22. In the event of citations and requirement to appear before the 46th District Court, will represent the City and testify regarding code violations as deemed necessary by City Administration and the prosecutor. Time spent in court will count towards the 24 hour work week and must be scheduled for accordingly
23. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
24. Performs other related work as required.
25. Assists with special projects and assignments as requested by the City Administrator.

ESSENTIAL DUTIES AND JOB FUNCTIONS – FACILITY DIRECTOR:

1. Plans, schedules and manages daily work schedule for contractor(s) for building department, code enforcement, DPS department, janitorial and building maintenance.
2. Completes timesheets and checks requests for Building and DPS departments and contractor(s).
3. Planning and implementing capital improvement projects for Building & DPS departments.
4. Management of Tree Maintenance Program.
5. Creates and manages implementation of annual work schedules for custodial responsibilities and building maintenance.
6. Coordinates with building maintenance contractors for repair work (including sprinklers, electrical, plumbing, heating, roofing, etc.)

7. Manages capital improvements and renovation projects for the building, including the related budgets.
8. Coordinates and/or provides cost-effective repair work and landscaping.
9. Reviews the building on a daily basis to maintain high custodial standards; records and addresses areas needing improvement.
10. Reviews all areas of the building as needed (weekly, monthly, annually) to fulfill building maintenance schedule.
11. Manages heat/AC for the building, as needed.
12. Records financial activities and maintains records related to program expenditures, revenues and deliverables.
13. Obtains and maintains ServSafe® Food Protection Manager Certification within six (6) months of employment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Michigan Driver's License.
- AND Two years of diversified, management experience and responsibility in the field of Baccalaureate of Business Administration preferably MBA.
- OR an equivalent combination of education, training, and experience.
- Knowledge of building and maintenance practices.
- General knowledge of municipal operations and procedures to effectively direct and assist the public.
- Skill in establishing and managing record keeping systems, assessing and compiling information and data, and in preparing accurate reports.
- Skill in the operation of office equipment including postage meter, facsimile, copier, computers and related software.
- Ability to establish effective working relations and use good judgment, initiative and resourcefulness when dealing with employees, City officials, vendors and the general public.

- Ability to work independently and demonstrate sound judgment.
- Ability to establish operational standards and apply them in a comprehensive leisure services program.
- Ability to meet and deal tactfully and effectively with the public.
- Ability to effectively manage, schedule, and supervise employees and contractual staff.
- Ability to express oneself effectively and clearly in written and verbal form.
- Ability to be on-call and respond accordingly whether scheduled or in an emergency.
- Ability to carry out complex oral and written directions.
- Attends staff meetings, conferences, workshops, seminars and reads job-related publications to maintain professional competency.
- Ability to enter data and type with speed and accuracy.
- CPR and First Aid certification within six months of date of employment.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

The employee regularly works and performs inspections in outdoor weather conditions. Inspections will sometimes be performed in and/or around homes in need of maintenance and sanitation. The employee could occasionally deal with dissatisfied or quarrelsome individuals who disagree with the City's positions or interpretations of ordinances.