



INTERNAL UNION APPLICANTS WILL BE GIVEN FIRST CONSIDERATION

Apply for This Position Online

DATE: 8/7/17  
STATUS: Temporary, Part Time  
SALARY RANGE: \$35.00 per hour  
TITLE: BUILDING INSPECTOR  
GRADE: ON-CALL  
LOCATION: 705 N. Zeeb Rd.  
UNION AFFILIATION: On Call

**JOB SUMMARY:**

**2-3 days per week-building inspections, plan review and code enforcement**

Under the supervision of the Director of Building Inspections, conducts on-site field inspections at various locations throughout the County to determine conformity to state and local building codes and ordinances designed to protect the health, safety and welfare of the public. Initiates compliance actions when violations are found, maintains accurate records and prepares various reports. Examines construction plans and blueprints to assure compliance to codes and ordinances and to provide technical advice and assistance to contractors and the general public. In addition, responds to questions and complaints from contractors or the general public.

**EXAMPLES OF DUTIES**

- Reviews plans, specifications and blueprints of new buildings under construction or the remodeling of existing buildings for compliance to codes and ordinances.
- Conducts on-site inspections of structures under construction and existing buildings to ensure compliance to state and local building, energy conservation and barrier-free codes.
- Seeks voluntary compliance where standards are not met, advising for corrections, issuing violations when necessary.

- Performs periodic building inspections and investigates complaints involving violations of minimum acceptable construction, health, safety and welfare standards.
- Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements, construction procedures and offers assistance in making application permits.
- Maintains records of permits issued and denied, inspections, complaints and their investigation correspondence for the Department and various periodic and general reports.
- Investigates a variety of citizen complaints that come under the jurisdiction of the Building Inspection Department.
- May be required to prepare and issue summonses, appearing in court to present testimony regarding and ordinance violations and complaint cases.

**May serve as a Soil Erosion Compliance Officer to enforce Public Act 347 of 1972 by:**

- Making a preliminary decision as to whether a permit is needed to perform a specific task in accordance with Act 347.
- Reviewing plans and inspecting sites to determine if any problem exists.
- Issuing permits.
- Inspecting projects in progress and upon completion to assure compliance with Act 347.

Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**EMPLOYMENT QUALIFICATIONS:**

**EDUCATION**

Possession of a high school diploma or equivalent experience.

**EXPERIENCE**

A minimum of four (4) years of experience in general building construction as a contractor, skilled trade person responsibly in charge of construction, or a combination thereof. Three (3) to six (6) months

**NECESSARY SPECIAL REQUIREMENTS**

Ability to meet State of Michigan requirements for registration as a Building Inspector, and maintain registration, in accordance with the State requirements, as per Public Act 54 of 1986 of the State of Michigan. Possession of a valid Michigan vehicle operator's license is also required.

FILING DEADLINE: 8/22/17

CONTROL NUMBER: 1708-190-0000-0000

AN EQUAL OPPORTUNITY EMPLOYER

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