



**Building Official**  
**Job Posting**

This is a full-time position and the compensation commensurate with the qualifications, not to exceed \$65,000 per year plus benefit package. The Building Official is hired by the Township Board and works under the supervision of the Township Superintendent.

**INTRODUCTION**

The Charter Township of Texas was formed in 1838 and chartered in 1985. It is located in the southwest portion of Kalamazoo County encompassing 36 square miles with Oshtemo Township to the north; City of Portage to the east; Prairie Ronde to the south; and Antwerp, in Van Buren County to the west. Texas Township is uniquely located with easy access to I 94 and US 131. There are over 15,000 people who reside within the township. Its primary land uses are residential and agricultural, with an increasing potential for new commercial and development. The lake surface of Texas Township covers approximately 1,200 acres. Eagle, Crooked, Pretty, Pine, Paw Paw, Bass, and Duck are some of the more popular lakes. Texas Township continues to be one of the fastest growing townships' within Southwest Michigan.

**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, zoning ordinances and other applicable laws and ordinances to building contractors, development professionals, township officials and the general public.
5. As needed, prepares staff reports for, and attends meetings of Charter Township of Texas' Zoning Board of Appeals, Township Board and the Planning Commission. Processes and reviews applications, makes recommendations per ordinance, prepares meeting packets and attends meetings.
6. Provide staff support to the Construction Board of Appeals. Processes and reviews applications, makes recommendations per ordinance, prepare meeting packets and attend meetings.
7. Works in conjunction with other township staff in the process of examining plans and permit applications for new construction, repairs and alterations.
8. In coordination with the Planning/Zoning and Economic Development Administrator, administrates zoning-related inspections, activities and permits.



9. Issues repair notices and stop-work orders and prepares corresponding paperwork.
10. Maintains appropriate files, applications and records related to building codes, building permits, activities of the building code board of appeals, general and official correspondence and other regulatory activities.
11. 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.
12. Serves as a professional resource for citizens when responding to inquiries, explaining interpretations of applicable laws and ordinances and other departmental administrative matters.
13. 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.
14. In coordination with the Planning/Zoning and Economic Development Administrator, reviews, permits and inspects signs and billboards.
15. Provide direct supervision and direction to inspectors.
16. Demonstrate leadership skills in defining and effectively communicating building department objectives, township objectives and in creating a working environment that stimulates positive attitudes, problem solving and teamwork.
17. Coordinate with and support the Fire Marshal with administration and enforcement of applicable fire codes.
18. Perform other related duties as required.

**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.
- Must have ability to pass a thorough background investigation

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, and 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.

#### **TO APPLY**

Applicants must submit cover letter and resume to:

Charter Township of Texas  
Attn: Township Superintendent  
7110 West Q Ave  
Kalamazoo, MI 49009  
269.375.1591  
[julievw@texastownship.org](mailto:julievw@texastownship.org)

Application materials must be received by **February 15, 2018**. Posting will remain open until position is filled.

The Charter Township of Texas is an equal opportunity employer.