



**CITY OF LIVONIA**  
invites applications for the position of:  
**Building Inspector**

An Equal Opportunity Employer

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**SALARY:** \$62,587.20 Annually

**OPENING DATE:** 08/23/21

**CLOSING DATE:** 09/05/21 11:59 PM

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

An employee in this classification works under the direction of a Supervisor as assigned and/or the Assistant Director or Director of Inspection.

**ILLUSTRATIVE EXAMPLES OF WORK:**

This employee examines commercial, industrial and residential building plans for compliance with building codes; inspects new construction work in progress for compliance with codes. Inspects existing buildings for possible building, electrical, plumbing, and heating code violations; prepares inspection reports; investigates complaints; issues warnings and violations; appears in court and testifies as an expert witness; enforces City Zoning and Code of Ordinances including more specialized and technical duties in the area of environmental control (such as vector programs) and neighborhood conservation. Duties include but are not limited to: special surveys, enforcement of noise and sign ordinances, industrial and residential rehabilitation programs, enforcement of codes, licensing, grants and resolutions related to the above areas. This employee answers questions from the public including residents, owners, occupants, and business operators to obtain compliance with the codes; and, handles any other related duties as assigned. In addition, an employee in this classification may perform the general duties of a Code Enforcement Officer. The work week is five days, 40 hours, any five days from Saturday through Sunday. Evening work may be included also.

**MINIMUM QUALIFICATIONS AT TIME OF APPLICATION:**

1. Be a citizen of the United States or resident alien with the right to work in the United States; and
2. Possess a high school diploma or valid equivalency certificate; and
3. Be familiar with local, state, and national building codes; have thorough knowledge of construction methods and techniques; have some knowledge of electrical, plumbing, and heating codes; and
4. Have ACT 54 State Registration as a Building Inspector and Plan Reviewer or be able to become registered within six months. If not ACT 54 state certified as a Building Inspector and Plan Reviewer, candidates must have the credentials and experience needed to obtain a Building Inspector/Plan Reviewer registration. Failure to obtain and maintain registration will be cause for dismissal. The State of Michigan requirements to become registered as a Code Official and Inspector are as follows.

**BUILDING INSPECTOR**

1. An applicant for registration as a provisional building inspector shall have not less than four years of experience in one or more of the following categories:
  1. As a licensed residential builder under the provisions of the occupational code, 1980 PA 299, MCL 339.101 to 339.2919, who has been actively engaged in the construction business for not less than 4 years.
  2. As a building contractor, a person who is in charge of general building construction, or as a skilled worker in structural carpentry, structural masonry, structural steel erection, or structural concrete construction who has been actively engaged in the general building construction field. This category does not include a person who is licensed as a contractor under the electrical administrative act, 1956 PA 217, MCL 338.881 to 338.892; the state plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569; or the Forbes mechanical contractors act, 1984 PA 192, MCL 338.971 to 338.988.
  3. Possess a current license as an architect or engineer under the provisions of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.
  4. As a project manager, superintendent, supervisor, or foreman actively engaged in general building construction.
  5. As a licensed or registered building inspector from other states, Canada or other recognized countries with inspection experience in general building construction and who holds a master or certified building official certificate obtained from the international code council (ICC), defined as an inspector by the building officials and inspector's registration act, 1986 PA 54, MCL 338.2301 to 338.2313.
2. A person who has obtained a degree or certificate in a recognized curriculum from an institution of higher education in a construction-related field shall receive not more than two years of experience for a four-year degree and not more than one-year experience for a two-year degree as required in sub-rule (1) (a) of this rule for registration as a provisional building inspector.
3. An applicant who meets the requirements of this rule shall be deemed qualified for registration as a building inspector, subject to the provisions of section 12(2) of the act.
4. An applicant shall submit, with an application, documentation of his or her experience. The documentation may consist of any of the following:
  - a. An affidavit
  - b. Notarized letters
  - c. Copies of licenses and registrations
  - d. A job description from a present or former employer
  - e. A permit history from authorized enforcing agencies
  - f. A copy of an official transcript from an institution of higher education
  - g. Other pertinent information; and
5. Possess and maintain a valid Michigan Driver's license and have an acceptable driving record.

**NOTE:** PREFERENCE WILL BE GIVEN TO APPLICANTS WITH ADDITIONAL ACT 54 CERTIFICATION IN ELECTRICAL, MECHANICAL, AND/OR PLUMBING CLASSIFICATIONS.

**NOTE:** ORIGINAL LICENSES, CERTIFICATIONS, COLLEGE TRANSCRIPTS, HIGH SCHOOL DIPLOMA OR GED MUST BE SUBMITTED AT TIME OF INTERVIEW.

**NOTE:** THE APPLICANT, AT THEIR OWN EXPENSE, MUST PASS THE STATE CERTIFICATION FOR BUILDING INSPECTOR AND PLAN REVIEWER WITHIN SIX MONTHS FROM DATE OF HIRE. FAILURE TO DO SO SHALL BE CAUSE FOR DISMISSAL.

#### PARTS OF EXAMINATION AND WEIGHTS

100% Interview

\* In the event the number of qualified applicants exceeds ten, an evaluation will be made of the applicants and the ten applicants with the most appropriate combination of experience and training will be invited to the interview. Candidates must pass the interview to be placed on the eligible list.

Candidates must pass the Interview in order to be placed on the eligible list.

IN ORDER TO BE CONSIDERED A REGULAR EMPLOYEE THE APPLICANT AT THEIR OWN EXPENSE MUST IMMEDIATELY MAKE APPLICATION TO THE STATE AND THEN OBTAIN THE STATE OF MICHIGAN REGISTRATION AS A CODE OFFICIAL WITH THE MINIMUM CATEGORY OF BUILDING INSPECTOR AND PLAN REVIEWER WITHIN 6 MONTHS FROM DATE OF HIRE. FAILURE TO DO SO SHALL BE CAUSE FOR DISMISSAL.

NOTE: Upon offer of employment and prior to start date, applicants are required to pass a complete pre-employment medical examination including drug testing conducted by a physician authorized by the City of Livonia, and consent to a full background investigation.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current, future Regular and/or Temporary vacancies.

HOW TO APPLY: Application can be completed anytime online at [www.governmentjobs.com/careers/livonia](http://www.governmentjobs.com/careers/livonia). If work experience and/or specific skills (e.g. typing, manual shorthand etc.) are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the EDUCATION AND EMPLOYMENT HISTORY sections of the application form so that it may be determined if the experience and/or skills listed meet the stated qualification requirements. Applicants who do not comply will be disqualified from further consideration. Attachments or Resumes are not accepted in place of completing the information requested on the official application. However, you may attach extra pages to your application, if necessary, to provide a complete work history to supplement the Employment History section of the application. Applicants will be notified by e-mail of the time and place of the examination.

PROBATIONARY PERIOD: Appointees must satisfactorily complete a six month probationary period before the appointment will be considered regular.

## **KNOWLEDGE SKILLS AND ABILITIES:**

Have thorough knowledge of construction methods and techniques, and have some knowledge of electrical, plumbing and heating codes.

Have thorough knowledge of safety standards applicable to building construction materials and methods.

Have thorough knowledge of all phases of the standard procedures used in building installation and repair.

Thorough knowledge of City building, zoning and fire ordinances.

Ability to detect structural and material faults in such areas as timber and soil capacities, steel and frame specifications and concrete standards.

Ability to analyze plans, specifications and other building data.

Ability to prepare and maintain records, reports, specifications and other data.

Ability to initiate and complete necessary court actions.

Ability to deal courteously and tactfully with others.

Ability to process code enforcement procedures to ensure compliance.

Ability to adapt and improve methods and procedures used in performing assignments.

Requires skill in the detection of violations in all phases of the building trades.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.livonia.gov>

Job #1124 o.c.  
BUILDING INSPECTOR  
JB

OUR OFFICE IS LOCATED AT:  
Livonia City Hall, 33000 Civic Center Drive  
3rd Floor Civil Service Department  
Livonia, MI 48154  
(734) 466-2530  
[civserv@livonia.gov](mailto:civserv@livonia.gov)

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### **Building Inspector Supplemental Questionnaire**

- \* 1. Are you a citizen of the United States or resident alien with the right to work in the United States?  
 Yes    No
  
- \* 2. Do you possess a high school diploma or valid equivalency certificate?  
 Yes    No
  
- \* 3. Are you familiar with local, state, and national building codes; and have thorough knowledge of construction methods and techniques with some knowledge of electrical, plumbing, and heating codes?  
 Yes    No
  
- \* 4. Do you have ACT 54 State Registration as a Building Inspector and Plan Reviewer or are you able to become registered within six months?  
 Yes    No
  
- \* 5. If you are not ACT 54 state certified as a Building Inspector and Plan Reviewer, do you have the credentials and experience needed to obtain Building Inspector/Plan Reviewer registration?  
 Yes    No
  
- \* 6. Do you possess a current, valid Michigan driver's license with an acceptable driving record  
 Yes    No
  
- \* Required Question