



Job Title: **Building Inspector**  
Grade: **\$50,580.42 - \$65,754.55**  
Reports To: **Chief Building Official**  
Represented: **SEIU**

Dept./Division: **L&C/INSP**  
Location: **City Hall**  
FLSA Status: **Non - Exempt**  
Date Reviewed: **1 Nov 2019**

### **Job Summary:**

Performs difficult technical work conducting building and property maintenance inspections for compliance with building codes and ordinances, reviewing permits, plans, and building specifications, responding to inquiries, and related work as apparent or assigned. Work performed under the limited supervision of the Chief Building Official.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Essential Functions:**

- Conducts building and property maintenance inspections of vacant, new, and renovation construction, and occupied, residential, commercial, and industrial structures, ensuring ordinance and code compliance and use of proper safety methods. Analyzes and reviews permit applications, plans, and building specifications to ensure that all building code and ordinances requirements are in compliance; assists in, advises on and approves building and occupancy permits; oversees work of contracted inspection service to verify contract compliance.
- Provides customer service; responds to inquiries from citizens, contractors, design professionals, etc., for code and ordinance interpretations, clarifications of office policies, proper construction methods or procedures, and general questions; leads the implementation and continued development of Customer Service Guarantee.
- Prepares written reports and recommendations related to building construction matters; issues citations and notifications when code violation are determined. Investigates and follows up on complaints, violations, and failing to maintain properties; gathers evidence, takes photos, prepares reports for City Attorney office or State of Michigan, and testifies in court during pre-trials, show cause hearings, and trials as an expert witness.
- Prepares staff reports and represents the City at the Dangerous Buildings Hearing, Board of Appeals, and other meetings related to the Inspections Division.
- Assists Police and Fire Department at incident scenes, during and after hours (on call), and various situations such as condemnation of buildings, determinations of health, safety, and welfare, etc. and provides expert advice.
- Prepares and maintains records and reports of inspections, complaints, and investigations.
- Prepares and presents instructional programs regarding building issues for schools and community organizations.
- Assists with zoning issues as needed.

### **Physical Requirements/Working Conditions:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, bending, reaching, hand dexterity (grasping, holding, keyboarding, repetitive movements), reading, writing, eye-hand coordination, seeing (near and/or far, color, depth, field of vision), hearing, using the telephone, contact with government officials and the general public, working overtime, and working inside and alone. Work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Minimum Qualifications:**

- Graduation from high school or GED equivalent. Associate's degree in a related field preferred.
- 3-5 years experience as a building inspector or in general building construction as a contractor, skilled worker, or a person responsibly in charge of construction.



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**Special Requirements:**

- Obtain State of Michigan Building Inspector Registration within 3 months of hire.
- Obtain State of Michigan Plan Reviewing Registration within 3 months of hire.
- Valid driver's license in the State of Michigan.

**TO APPLY:** Application are available at <https://www.battlecreekmi.gov/563/Employment-Opportunities>