

BUILDING INSPECTOR
CITY OF ST. JOSEPH, MICHIGAN
INSPECTION DEPARTMENT

SUMMARY

Building Inspector performs a variety of routine and technical work with enforcement of building and related codes to protect the health, safety and welfare of the public. In general, duties include the review of construction plans and specifications for permit issuance, along with inspection of new and existing structures to determine compliance with adopted codes, City ordinances, State requirements, and approved plans.

SUPERVISION RECEIVED

Works under the general supervision of the Inspection Department Administrator.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. These examples are not inclusive of 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. Reviews permit applications, construction plans and specifications for conformity to construction codes and standards, city ordinances, and state law. Approves permit applications when requirements are met.
2. Conducts routine inspections of new and existing structures under various stages of construction to ensure conformity to state law and city ordinances. Monitors the inspection activities of other trade inspectors. Utilizes standard computer software programs, including BS&A software, to document inspection history.
3. Enforces building related codes including but not limited to, the City Zoning Ordinance, Michigan Residential & Building Codes, the International Property Maintenance Code and City Code of Ordinances. In cases of nonconformity to the codes, issues correction notices and performs appropriate follow through procedures.
4. Speaks with, explains, interprets, and provides guidance regarding all applicable codes to home owners, architects, engineers, contractors, developers, and other interested parties.
5. Assists in administering the permitting function, including accepting and processing applications and payments.
6. Performs related work and inspections as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

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

- Thorough current knowledge and understanding of State of Michigan Construction Codes including the Michigan Building Code and Michigan Residential Code, general construction practices, and a working knowledge of the various trades including carpentry, electrical, mechanical, and plumbing.
- Proficiency in using standard office equipment, the internet, Microsoft Office products such as Excel and Word, cell phones, tablets, measuring tools and camera programs. Working knowledge of the BS&A software system desired and will be required within 6 months of hire date. Training opportunities will be provided.
- Ability to effectively incorporate City Zoning Ordinance requirements in the review of building permit applications and plan reviews by working in cooperation with other City staff.
- Ability to establish effective working relationships with contractors, developers, architects, engineers, owners and the general public. Interpersonal skills necessary to effectively communicate with the general public in situations requiring tact, patience and resolution.
- Ability to read and interpret building plans and construction drawings and ability to order required changes for code compliance.
- Ability to work efficiently with limited supervision, coordinate with other department personnel, as well as the Zoning Administrator, City Attorney and other City staff as appropriate. Have excellent written and oral communication skills, and the ability to exercise independent judgement when appropriate.
- Ability to perform Code of Ordinance related tasks as required, such as rental inspections and property maintenance inspections.
- Educational requirements include a High School Diploma, or equivalent, supplemented by college or trades-level coursework in construction, construction management or a related field, minimum 2-year degree preferred.
- Minimum of four (4) years of responsible experience in general building construction, a schooled Journeyman carpenter, skilled worker, construction management, building inspector, or a combination of aforementioned.
- State of Michigan registered Building Inspector and Plan Reviewer is desired, or the ability to obtain within twelve (12) months of date of hire. ICC certification as a Building Inspector and Plan Reviewer desired. Maintain such registrations and certifications through continuous education.
- Valid Michigan driver's license required.
- Must be able to successfully pass a background investigation.

PHYSICAL DEMANDS

The physical demands 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 essential functions

While performing the duties of this job, the employee is regularly required to talk, hear and view sites or documentation. 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, crouch and climb. This work requires the occasional exertion of up to 25 pounds of force. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, work is performed both in an office setting, at construction sites, and out-of-doors. The employee occasionally works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to the risk of electrical shock should safety precautions not be employed.

The noise level in the work environment is usually quiet in the office and quiet to loud in the field.

The City values diversity, equity and inclusion as a foundation for innovation and seek candidates who represent a variety of backgrounds and perspectives.

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