

CHARTER TOWNSHIP OF FORT GRATIOT JOB DESCRIPTION

JOB TITLE: BUILDING INSPECTOR

*FLSA: EXEMPT

SUPERVISED BY: TOWNSHIP BUILDING OFFICIAL

SUPERVISES: N/A

GENERAL SUMMARY:

Under the supervision of the Building Official, responsible for the Enforcement of Building Codes and related Ordinances, the issuance of related permits and the licensing of Contractors with the Township to protect the health and safety of the public.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Receives building permit applications; reviews, checks and examines construction plans, specifications and drawings to determine Building Code, Site Plan and related Ordinance compliance with State and Local codes; issues building permits; maintains appropriate building permit records.
2. Performs building inspections and issues violation notices to violators, conducts occupancy inspections on both new and existing buildings and issues permits accordingly.
3. Provides information and counsel on Building Code requirements to residents, builders, architects, engineers, attorneys and Township Board of Trustees.
4. Works with building clerk and community development office to ensure proper maintenance of all applications, permits, plans and correspondence regarding buildings within the Township, maintains files of flood plain permits and records.
5. Attends seminars and other continuing education classes as required by the State of Michigan for maintaining required certification as Building Inspector, maintains ongoing awareness of construction trends and new materials through trade journals and attending seminars and trade conferences.
6. Assists in the processing of applications to the Construction Board of Appeals, attends Construction Board of Appeals meetings to respond to questions, as required.
7. Coordinates development and construction issues with Community Development Office, as necessary.
8. Recommends passage or amendment of Building, Electrical, Mechanical and Plumbing Codes, as required; assists in developing building department related Ordinances and codes.
9. Enforces Dangerous Building Ordinance, including conducting investigations, orders, correction of unsafe conditions in existing structures, arranges for issuance of condemnation notices, attends public hearing and monitors demolition process through completion.

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BUILDING INSPECTOR JOB DESCRIPTION, CONTINUED:

10. May investigate Ordinance violation complaints and institutes action to prosecute violators of Building Code and Zoning Ordinances, represents the Township in legal matters regarding Building and Zoning regulation issues.
11. Performs other duties and special projects, as requested.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification.

EMPLOYMENT QUALIFICATIONS:

- All required State Licensing and/or Certification.
- Ability to independently plan, organize and schedule work, ability to concentrate and pay close attention to details.
- Valid Driver's License and Valid Insurance.
- Ability to travel regularly throughout Township; ability to climb, walk and stoop while visiting building inspection sites during all seasons and all weather conditions; occasionally may require lifting boxes of materials, office supplies, files, records and equipment weighing minimum of 40 pounds to waist high level; also requires manual dexterity to operate computer and other office equipment.
- Successfully pass background check.

The above is intended to describe the general requirements of performance of the job position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

- Federal Labor Standard Act
- Approved by the Charter Township of Fort Gratiot Board of Trustee's - 05/15/2024 Regular Meeting