

## CHARTER TOWNSHIP OF FORT GRATIOT JOB DESCRIPTION

JOB TITLE: BUILDING OFFICIAL

\*FLSA: EXEMPT

SUPERVISED BY: TOWNSHIP SUPERVISOR

SUPERVISES: BUILDING INSPECTOR(S), BUILDING DEPARTMENT CLERK

### GENERAL SUMMARY:

Under the supervision of the Supervisor, responsible for overall direction and management of the Building Department in the enforcement of Building Codes and related Ordinances, the issuance of related permits and the licensing of contractors within the Charter Township of Fort Gratiot, to protect the health, safety and general welfare of the public. Also responsible for the supervision, evaluation, discipline and recommendation of hiring and discharge of all subordinate members of the Department. Performs related work, as required.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Responsible for the administration of building permit applications; reviews, checks and examines construction plans, specifications and drawings in order to determine building code, site plan and related ordinance compliance with State and Local codes; issues building permits; maintains appropriate building permit records.
2. Maintains appropriate staffing to ensure work is completed in a timely manner; supervises and directs Building Department Clerk and Building, Electrical, Mechanical and Plumbing Inspectors; oversees and examines building plans and installation plans for electrical, mechanical and plumbing; issues permits for new construction and improvements, occupancy, etc.; assigns inspections and participates in inspections in order to ensure compliance with State and Local regulations.
3. May oversee investigations of ordinance violation complaints and institutes action to prosecute violators of building codes and Zoning Ordinances; represents the Township in legal matters regarding Building and Zoning regulation issues.
4. Participates in building inspections and issues violation notices, if needed, to violators; conducts occupancy inspections on both new and existing buildings and issues permits, accordingly.
5. Provides information and counsel on building code requirements to residents, builders, architects, engineers, attorneys and Township Board of Trustee's.
6. Develops annual department financial budget and monitors throughout fiscal year; provides monthly reports to Township Board of Trustee's regarding department activities.
7. 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.
8. Attends seminars and other continuing education classes as required by the State of Michigan for maintaining required certification as Building Official; maintains ongoing awareness of construction trends/new materials through trade journals and attending seminars and trade conferences.

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### BUILDING OFFICIAL JOB DESCRIPTION, CONTINUED:

9. Processes applications to the Construction Board of Appeals; attends Construction Board of Appeals meetings to respond to questions.
10. Coordinates development and construction issues with Community Development Office, as necessary.
11. Recommends passage or amendment of building, electrical, mechanical and plumbing code, as required; assists in developing other building department related ordinances and codes.
12. 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 to completion.
13. 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. They are not to be construed as an exhaustive list of all job duties performed by personnel, so classified.

### EMPLOYMENT QUALIFICATIONS:

- Plan Review and Building Inspector or equivalent and Building Official level designation by the State of Michigan, required; comprehensive knowledge of building code enforcement principles and practices, required.
- Communication and interpersonal skills to deal effectively with Township office staff at all levels, property owners, State and Local Government representatives, builders, contractors and general public.
- Supervisory skills to effectively lead building inspection and ordinance enforcement staff toward achieving departmental goals.
- Ability to independently plan, organize and schedule work; ability to concentrate and pay close attention to details.
- Valid driver's license and ability to travel regularly throughout the 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 forty (40) pounds to waist high level; also requires manual dexterity to operate computer and other office equipment.
- Successfully pass a 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 - 5/15/2024 Regular Meeting