

**PITTSFIELD CHARTER TOWNSHIP  
JOB DESCRIPTION**

**BUILDING INSPECTOR**

**Supervised by:** Building Official  
**Supervises:** No supervisory responsibility

**Position Summary:**

Under the supervision of the Building Official, performs inspections and plan reviews to ensure enforcement of the Township's building codes and to maintain compliance with other related ordinances, enforced by the Building Department.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include 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 construction plans, and permit applications, specifications and blueprints of new construction and structures undergoing remodeling or a change in use, for compliance with building codes and ordinances. Issues permits as appropriate.
2. Travels to construction sites and inspects work-in-progress, from initial building foundation to final approval. Assures conformity to all applicable codes and ordinances, while examining material content and evaluating work methods. Seeks voluntary compliance if irregularities are found and issues instructions for correction.
3. Explains, interprets, and provides guidance regarding all applicable building codes and planning issues to contractors, developers, property owners, and the public. Provides assistance, responds to requests, and resolves complaints.
4. Ensures that construction work covered by the building code is not constructed without an appropriate permit.
5. Completes requisite paperwork and maintains records of inspections conducted. Also updates the departmental permit database on a daily basis.
6. Keeps abreast of professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
7. Assists with updating various codes and ordinances. Develops codes or recommends amendments to existing ordinances.
8. Confers with Building Official on non-compliance cases, prepares detailed reports and may assist in preparing litigation as needed.
9. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma, or equivalent supplemented by vocational training in engineering techniques, construction technology or a related field. .
- Five or more years experience in code enforcement, construction inspection, or related field or any combination of education and experience which would qualify the individual for registration as a building inspector and plan reviewer under the rules of Act 54 of the Public Acts of 1986.
- Certification as a Plan Reviewer and Building Inspector.
- A Michigan Vehicle Operator's License.
- Thorough knowledge and understanding of state and local building codes, zoning ordinances, and related laws.
- Thorough knowledge of the principles, practices and procedures of plan review, site inspection, and code enforcement.
- Skill in interpreting, applying and enforcing related codes and ordinances.
- Skill in reviewing and interpreting site plans, blueprints, specifications and complex construction drawings.
- Ability to perform site inspections and visual reviews of permit applications, plans and blueprints.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, planners, property owners, the public, other professional contacts, and municipal officials.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics 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 construction 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, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions and occasionally works near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually quiet in the office, and may become loud in field situations.