

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

BUILDING OFFICIAL

Supervised by: Township Supervisor
Supervises: Full and part-time inspectors, Building Office Coordinator, and
Department Assistant I - Building

Position Summary:

Under the general supervision of the Township Supervisor, acts as the Township's Building Official, providing inspection service, plan reviews, code interpretation, and overall supervision and coordination of the building services. Provides assistance to citizens and performs a variety of administrative and technical functions involved in the inspection of structures and the enforcement of building codes.

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 site plans, specifications and blueprints of new construction and structures undergoing remodeling or a change in use, for compliance with building codes and ordinances.
2. Oversees the activities of the departmental inspectors, Building Office Coordinator, and the Department Assistant I - Building. Provides supervision and direction, assists in defining code requirements and assures proper documentation and records are maintained.
3. Coordinates building, and engineering functions with contractors, property owners, architects and other parties, and otherwise facilitates the process. Issues permits and certificates of occupancy according to established procedures and in accordance with professional standards.
4. Explains, interprets and provides guidance regarding all applicable building codes and planning issues to architects, engineers, contractors, developers, property owners, the public and municipal officials. Provides assistance, responds to requests, and resolves complaints.
5. Prepares and presents annual budget requests, administers the budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
6. Prepares notices of violations, letters and reports, and otherwise assembles background materials related to enforcement activities. Maintains files and records of code violations, tracks the violation process, and coordinates activities with all involved parties and Township attorneys.
7. Attends Construction Board of Appeals meeting and provides technical and administrative support as required.

8. Coordinates projects associated with HUD funded projects and attends meetings, as necessary. Completes requisite paperwork and monitors service provision and financial status.
9. Maintains cooperative relationships with peer agencies and other governmental units to coordinate the building functions. Keeps abreast of professional developments in the building field and attends conferences, workshops, and seminars as appropriate.
10. 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 Bachelor's degree in construction technology, planning administration or related field, or equivalent.
- Seven 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 Official, Building Inspector, and Plan Reviewer under the rules of Act 54 of the Public Acts of 1986.
- Licensure by the State of Michigan as a Building Official, Plan Reviewer and Building Inspector.
- A Michigan Vehicle Operator's License.
- Thorough knowledge and understanding of all 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.
- Considerable knowledge of the public management principles and techniques utilized in managing operations and personnel.
- Considerable knowledge of planning and land-use issues.
- 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 supervise and evaluate the work of others.
- 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.