

ASSISTANT BUILDING INSPECTOR

GENERAL STATEMENT OF DUTIES: To perform skilled inspection and evaluation of existing structures and structures under construction for compliance with building codes, land use regulations and other requirements that have been adopted by the City of Ferndale, as well as barrier-free, energy and other codes that have been enacted by the State of Michigan; and to perform related work as required. Employee is expected to exercise considerable independent initiative and judgment in the handling of work assignments. This position is responsible for a large amount of public contact.

SUPERVISION RECEIVED: Works under the direct supervision of the Principal Building Inspector and CDS Director in accordance with the standards, policies and procedures established by the City and CDS Department and the applicable codes; works under the general direction of the City Manager.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Inspect buildings during construction to ensure compliance with the building and zoning codes, other applicable requirements and approved plans and specifications.
- Investigate complaints and make inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use.
- Review plans, specifications and permit applications to ensure compliance with the appropriate regulations; and approve or disapprove the issuance of related permits.
- Conduct on-site inspections and evaluations of structures under construction and existing structures to ensure conformity to local and state codes, ordinances and statutes.
- Seek voluntary compliance where standards are not met, advise of appropriate corrective measures, issue violation notices, corrective orders and stop-work orders when necessary, and appear in court on violations.
- Coordinate with the City Fire Marshal, Traffic Control Officer and other City, County and State public officials and participate in the inspection and evaluation of various types of structures and work-in-progress.
- Inspect rental residential, commercial properties and evaluate Certificates of Occupancy for commercial and industrial uses.
- Enforce provisions of the Zoning Ordinance and Minimum Housing Code throughout the City.
- Assist in the preparation of site plan reviews for presentation to the City Plan Commission and in the preparation of reports for submission to the Board of Zoning Appeals.
- Inspect buildings being demolished to see that proper procedures and safety methods are being employed and to protect adjacent property and the public.
- Assist and advise contractors, builders, home owners and others pertinent to codes and requirements and issue permits under the jurisdiction of the Department.
- Prepare and maintain records of inspections, evaluations, complaints and investigations for inclusion in property files and other files.

ASSISTANT BUILDING INSPECTOR (Cont'd)

Inspect and evaluate building construction on major projects, involving special problems or circumstances relating to code enforcement and performs related duties and investigations.

Serve as a resource person to the Plan Commission, Board of Zoning Appeals and the Code Appeals Board.

Participate in educational programs and conferences to continue a development and knowledge in building construction codes, laws and principles.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

Considerable knowledge of the materials, tools, methods and techniques used in building design and construction.

Considerable knowledge of the inspection methods, practices and techniques as related to the examination of building workmanship.

Considerable knowledge or ability to acquire such knowledge of City building, zoning and related ordinances.

Ability to read and interpret plans, specifications and blueprints.

Ability to detect structural and other faults and to appraise for quality of construction and workmanship.

Ability to prepare comprehensive and clear reports in connection with the inspection activities.

Ability to establish and maintain satisfactory working relationships with the public and other employees.

KNOWLEDGE AND EDUCATION:

Minimum: Two years' experience as a building tradesperson, contractor or equivalent experience in civil engineering. Graduation from high school and two years of college with building construction, architecture, engineering related subjects OR graduation from high school and a combination of at least three additional years' experience as a municipal building inspector, general contractor, builder or building tradesperson with a journeyman's card.

Desirable: In addition to wide range of knowledge of materials and methods of construction, should have proficient knowledge of building codes and be able to communicate, interact and function effectively under stressful and/or confrontation type situations.

WORK EXPERIENCE:

Minimum: Two years of responsible experience in any of the trades as a contractor or in civil engineering directly associated with the structural aspects of building construction.

Desirable: Five years of progressively responsible experience in the trades, as a contractor, or in civil engineering directly associated with the structural aspects of building construction, two years of which must involve on-site building and public works construction inspection experience.

LICENSES OR CERTIFICATION:

Minimum: Possession of a valid motor vehicle operator's license issued by the State of Michigan.

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Desirable: Certification from the State Construction Code Commission and/or CABO as a Building Inspector or combination inspector. Possession of a current Builder's License issued by the State of Michigan.

PHYSICAL EFFORT REQUIRED:

Must be physically capable of safely moving about on construction sites, buildings and roofs.

EXPOSURE TO UNPLEASANT WORKING CONDITIONS:

Good surroundings while working in office but mildly disagreeable while on construction sites, such as dust, dirt, fumes, heat, noise and poor ventilation.

EXPOSURE TO ACCIDENT OR HEALTH HAZARDS:

Exposure to accidents related to construction on job site on a daily basis.