

Vacancy Notice

The following position is available. For full consideration, all interested and qualified candidates should apply by sending in a letter of application and resume to **Sue Warren, Director of Human Resources/Labor Relations, City of Burton – 4303 S. Center Rd., Burton, MI 48519**. Applications taken until the position is filled.

Chief Building Inspector

REPORTS TO

Mayor, DPW Director, Deputy DPW Director, and/or Superintendent of Building, Planning, and Zoning

JOB PURPOSE AND FOCUS

Under general direction, to assist in management of the Building Division of the Public Works Department to enforce all parts of the State Building Code, State Residential Code, and International Property Maintenance Code; to inspect buildings under construction, alteration or repair, fire escapes, billboards, and other structures in order to ensure compliance with Laws, Ordinances, and approved plans and specifications on file; to enforce the provisions of the Zoning Ordinance and other local ordinances under his/her jurisdiction; to examine buildings damaged by fire or buildings to be removed; to make inspections of materials, workmanship and special conditions.

To inspect all MBC/MRC classification structures and other places of assembly as to condition and safety; to examine the safety conditions of fire escapes, stairs, floors, and fire walls; to inquire into and determine whether proper permits have been issued by the department authorizing and approving construction, alteration, repair or removal projects; to investigate complaints, and where required, to assist in the prosecution of cases of violations of the state building code, housing maintenance code, zoning ordinance, and dangerous buildings ordinance. Assist Police and Fire departments where needed and/or appropriate.

To consult with builders, contractors, and others on approved design, methods, and materials for construction and alterations; to keep records and make reports of inspection and other activities; to serve as a member, ex-officio, and act as Secretary to Building Code Board of Appeals; to perform related work as required.

Inspects both permanent and temporary dwellings relation to lighting, ventilation, sanitation, fire protection, aesthetic appearance, egress, maintenance, and uses to ascertain compliance with and enforcement of the Municipal Housing Code and related Municipal Ordinances and regulations; performs related work as required.

Essential Qualifications, Requirements, and Duties

- Must be currently registered or qualified to become one with the State of Michigan as a Building Official, as a Building Inspector, and Plan Reviewer under the State Construction Code Act (1986 PA54).
- Must have a valid Michigan Driver's License
- Must have reliable transportation
- At least five (5) years building experience as a licensed professional engineer or architect, building inspector, contractor or superintendent of building construction, three (3) years of which experience shall have been in responsible charge of work is preferred.
- Be knowledgeable of good engineering practices in respect to the design and construction of buildings, the basic principles of fire prevention, and the accepted requirements for means of egress, and service equipment necessary for the health, safety, and general welfare of the occupants.

- Knowledge of all types of building construction and of the standard practices, materials, and tools used in building construction.
- Familiarity with State and Municipal Building Laws, Codes, and related Ordinances.
- Have the ability to read and interpret construction blueprints, plans, and specifications.
- Have the ability to recognize and define safety, health, and other living hazards in permanent and temporary dwellings.
- Prepare and complete written reports and maintain records.
- Other duties as assigned by the Mayor and/or his/her designee.

TERMS OF EMPLOYMENT

Work year, wages, and benefits as outlined in the Collective Bargaining Agreement with the City of Burton. Wage range will be \$19.52 per hour - \$27.89 per hour.

Work schedule will be **Monday – Friday 7:30 a.m. to 4:00 p.m.**, and on call as needed.

WORK ENVIRONMENT

The employee must perform work in indoor and outdoor environments that are often crowded, wet, cold or warm. Work may involve bending, pushing, moving, lifting moderately heavy objects, dexterity of hands and fingers to operate tools and/or equipment. Communicating with the public, builders, and contractors.

EVALUATION/PERFORMANCE MEASUREMENTS

The Inspector will be evaluated. Criteria for performance include but are not limited to:

Attendance record

Data utilization

Human interactions

Equipment, machinery, materials, and tools utilization

Verbal, mathematical aptitude as required by job duties

Participation in specific training or workshop opportunities

Demonstration of interpersonal, time, conflict, and stress management skills

Production and efficiency related to job duties

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions.

All descriptions reflect essential functions and basic duties. Peripheral tasks have been excluded.

Requirements, skills, and abilities are the minimal standards required to successfully perform the positions. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive.

Supervisors as appropriate, in keeping with collective bargaining agreements and law, may assign additional functions and requirements.