

CITY OF LAPEER – BUILDING OFFICIAL

City of Lapeer's Building Department is hiring a full-time Building Official. This position has an Excellent Benefit Package wage range \$70-\$75K. Under the direct supervision of the City Manager, the Building Official is responsible for inspecting new and existing structures for the conformity with codes and ordinances of the City. Conducts construction plan reviews and on-site inspections of industrial, commercial and residential properties. Determines and recommends corrective actions when appropriate. Works cooperatively with all City Departmental Directors, Rental Inspectors, and other Trade Inspectors. Advises and assists Zoning Board of Appeals and Construction Board of Appeals as is necessary. Must have the following: State of Michigan certification as a Building Inspector and Plan Reviewer; State of Michigan Vehicle Operator's License; prefer two or more years as a municipal building inspector; thorough knowledge of the principles and practices of building construction and plan review; skills in conducting construction site inspections; ability to perform visual reviews of permit applications and blueprints, and inspections of construction sites; ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, property owners, planners, City staff, other governmental agencies and the public; ability to effectively communicate and present ideas and concepts orally and in writing. Please send a letter of interest with application and/or resume to : Tracey Russell, City of Lapeer, 576 Liberty Park, Lapeer, MI 48446. **Deadline for application submission is March 13, 2023 by 4:00 pm.** The City of Lapeer is an Equal Opportunity Employer.

**CITY OF LAPEER
Job Description**

Job Title: Building Official
Department: City Manager's Office
Location: City Manager's Office
Reports To: City Manager
FLSA Status: Exempt
Prepared by: Dale Kerbyson
Approved by: Dale Kerbyson
Approval Date: November 1, 2006
Revised Date: August 14, 2013

SUMMARY

Under the direct supervision of the City Manager, the Building Official is responsible for inspecting new and existing structures for the conformity with codes and ordinances of the City. Conduct's construction plan reviews and on-site inspections of industrial, commercial and residential properties. Determines and recommends corrective actions when appropriate. Works cooperatively with the Director of Planning and Zoning, Director of Housing and Neighborhood Improvement, Department of Public Works, Police Department and other trade inspectors. Advises and assists Zoning Board of Appeals and Construction Board of Appeals as is necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. To perform this job successfully, complete complex tasks including code and ordinance interpretation and coordination, an individual must be able to perform the following satisfactorily.

1. Enforce City zoning and other land use ordinances.
 - a. Answer inquiries from builders and land developers regarding city land use regulations. Assist them in preparing applications for building permits.
 - b. Evaluates construction/ remodeling plans and specifications for conformance with zoning ordinance. Confer on variances and explains appeal procedures in non-conforming situations.
 - c. Investigates complaints of violations of zoning or property use ordinances. Follow-up on violations in accordance with city policy.
 - d. Travels to construction sites, inspects work and work in progress to assure compliance with approved permits and building codes.
 - e. Participates and leads inspection of vacant/dilapidated structures.
2. Supervises and participates in the enforcement of the City building code.
 - a. Processes applications for building permits for residential, commercial, and industrial construction. Evaluates remodeling and construction plans and specifications for conformance with City

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building standards. Follow-up when applications are not acceptable with report of reasons for rejection and if possible, suggesting courses of action to bring the plans into conformance.

- b. Plan and schedule various building inspections during construction and prior to occupancy. Conduct structural inspections and supervise electrical, plumbing and mechanical inspections to assure compliance with building standards. Follow-up when violations are found and take corrective action in accordance with policy.
 - c. Issues Certificate of Occupancy (or Temporary Certificate of Occupancy) after receiving clearance from applicable City departments. Accepts the most difficult inquiries from citizens, contractors, architects, etc., regarding complaints, code and ordinance interpretations, clarification of office policies and general questions.
 - d. Oversees reviews of all applications, blueprints, plans and building specifications to ensure to ensure that all Building code and ordinance requirements are complied with.
3. Maintain records and prepare reports.
- a. Prepares and maintains records of permits, inspections, complaints and investigations.
 - b. Provides monthly and annual reports to the City Manager's Office and or City Commissioners as is necessary.
4. Working collaboratively with other City Departments and Boards
- a. Assists Planning Commission, Zoning Board of Appeals and Construction Board of Appeals.
 - b. Assists the Director of Housing and Neighborhood Improvement with inspection of properties that participate in the Rental and/or Housing Rehabilitation Program.
 - c. Assists Police Department with Liquor Control Inspections.
 - d. Functions with Development Review Committee.
 - e. Coordinates with Fire Department and/or State inspectors in assuring code compliance.
 - f. Provides consultation upon request by Public Safety staff at incident scenes (may require periodic after-hours callout).
5. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills abilities

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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.

- Prefer two or more years as a municipal building inspector.
- State of Michigan certifications as a Building Inspector and Plan Reviewer.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of building construction and plan review. Skills in conducting construction site inspections.
- Skill in interpreting, applying and enforcing applicable codes and ordinances.
- Ability to perform visual reviews of permit applications and blueprints, and inspections of construction sites.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, property owners, planners, City Staff, other governmental agencies and the public.
- Ability to effectively communicate and present ideas and concepts orally and in writing.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to communicate with others and visually inspect written documents. The employee is required to stand; walk; climb; or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move objects of moderate weight.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and/or heavy machinery equipment and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, vibration and more frequently, risk of electric shock.

WORK ENVIRONMENT

The City shall provide a vehicle to the Building Official for his/her use during working hours only.

The Building Official is considered an at-will employee and working in a salaried position. The typical workweek is Monday – Friday 8:00 am – 5:00 pm with a one hour unpaid lunch. The workweek schedule may vary at times to allow the Building Inspector to conduct rental inspections, property maintenance inspections, and other types of inspections outside of normal business hours. The Building Official is subject to emergency call-in during non-business hours as is needed.