

MARQUETTE COUNTY

BUILDING INSPECTOR & PLAN REVIEWER

Department: Resource Management

Classification: U11 / N9

FLSA Status: Non-Exempt

Pay range: \$24.44 - \$28.35

Reports to: Building Official & Project Manager

Union: AFSCME 2914

General Summary

Under the supervision of the Building Official, conducts on-site inspections of commercial, industrial, and residential building projects throughout the County to ensure full compliance with state plumbing and mechanical codes for new construction, additions, and alterations and inspects per Part 91 Soil Erosion and Sedimentation Control Requirements (SESC). Ensures that construction is in conformance with plans and specification approved by the Building Code Division and requires that code violations be corrected. Assists contractors and the general public with information regarding construction, earth change/soil erosion, and code related matters.

Essential Functions

1. Reviews plans, specifications and blueprints of proposed buildings or buildings being remodeled for compliance to codes and ordinances. Approves permit applications for construction or remodeling when requirements are complied with.
2. Conducts inspections of building sites to ensure compliance with State plumbing codes. Inspects materials and construction to ensure compliance with approved plans and specifications, and inspects the installation of all pipes and plumbing fixtures, drain waste and vent piping, hot-water heaters, cross connections, back flow prevention, and all other elements of the plumbing system. Checks building applications for proper Michigan licenses and registrations as applicable.
3. Seeks voluntary compliance where codes are not met, advising for corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards.
4. Interviews citizens wishing to file complaints of alleged code violations, inspects property and otherwise investigates matter to determine validity of complaint. Issue tickets, writes field correction notices, and writes warrant requests on those individuals who do not comply with building code requirements. Testifies in court and at appeal on behalf of the Building Code department.
5. Gives approval of on-site conditions for temporary and permanent certificates of occupancy.
6. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding code interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information to owners, contractors, developers, engineers and architects regarding plumbing and mechanical code requirements and construction procedures and offers assistance in making applications for permits.

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7. Reviews records of permits issued and denied, inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
8. Participates in continuing education to maintain required certifications. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.
9. Reviews appeal requests within discipline and determines level of appropriate representation at said hearings. Prepares staff opinion for appeals hearing(s).
10. Periodically presents code information/process to professional organizations and community groups to enhance general code knowledge of the County Code Division.
11. May assist with the community development block grant programs as assigned by the Building Official.
12. Reviews Soil Erosion and Sedimentation Control (SESC) permits and plans. Conducts on-site inspections and takes any action necessary for compliance with Part 91 (SESC) and the rules.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent. Prefer advanced technical trades coursework.

Experience: Shall hold a residential builders license issued by the state and six (6) years of experience in any one (1) of the required professions or seven (7) years of experience in general building construction in any one (1) or more of the required professions.

See PA 407 for required professions.

Other Requirements:

- Valid MI Driver's License
- Registration with the State of Michigan as a Building Inspector and Plan Reviewer within 90 days of hire.
- Certified under Part 91 Soil Erosion and Sedimentation control for Construction Site Storm Water Management within 1 year of hire.
- Maintain and renew all registrations as required by successful completion of continued training and educational programs as approved by the State of Michigan.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with builders, architects, property owners, planners, other governmental agencies, and the public.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

- Ability to walk over varied terrain to inspect construction sites.
- Climbs up and down excavation sites.
- Climbs up and down ladders and scaffolding to inspect basements and roofs.

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- Lifts and moves building materials to inspect construction.
- Bends, stoops, and crawls to inspect crawl spaces, attics, and other areas being constructed or remodeled.
- Use shovel to check footings and other conditions.
- Ability to drive to sites throughout the County.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the above requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Working Conditions:

- Works in both office conditions and outside in all types of weather conditions.
- Works in confined spaces.
- Exposure to equipment and construction where risk exists of getting cut, bruised, or scraped.
- Works in areas with loud noise (power tools, construction equipment).
- Exposure to odors of paint, vapors, gases associated with construction sites.