

CITY OF BAY CITY
COMMUNITY DEVELOPMENT
BUILDING ENFORCEMENT DIVISION
BUILDING OFFICIAL
UWUA LOCAL 541

Reports to: Community Development Director
FLSA Status: Non-Exempt

POSITION SUMMARY

The Building Official shall have the responsibility for coordination of building inspections and permit related activities. Performs a variety of routine and complex technical, professional, and administrative work in plans review and analysis, inspection, and enforcement to determine compliance with all applicable building codes, ordinances as well as accepted standards relating to buildings within the City limits of the City of Bay City.

ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES

1. Manages staff in the Building Enforcement Division of the Community Development Department including directing and overseeing assigned projects; approving schedules; overtime; time off; and routine expenses for City personnel.
2. Evaluates and implements revisions for procedures, practices, and rules in conformance with building inspection policies and applicable state and Federal law.
3. Provides technical advice to the City Manager, Deputy City Manager and Community Development Director.
4. Provides a high level of customer service for all office issues, public, and businesses.
5. Responsible for all intra-city department reviews, investigations, inquiries, correspondence, presentations, pertaining to building permits and permit related activities.
6. Coordinates department operations and goals with other city functions and government agencies.
7. In concert with the Planning Services Manager and Historic Preservation Officer, coordinates plan review and permit issuance for buildings located within the historic district.
8. Investigates and prepares reports on special problems, technical data, and other designated subjects as assigned by the Community Development Director.
9. Inspects buildings in the process of construction, alteration, or repair for compliance with building, soil erosion, and flood plain requirements and for safe application of construction processes; inspects commercial, residential, and industrial buildings.
10. Inspects buildings being demolished to see that proper safety methods are being employed and to protect adjacent property and the public.
11. Reviews or examines construction documents for commercial, residential, and industrial buildings; new and existing.
12. Checks drawings and computations of buildings to be built or remodeled for structural safety, fire hazards, exits, and other matters governed by building codes and/or municipal ordinances; checks and approves plans for permits.
13. Coordinates the inspection activities of other trade inspectors and provides building code interpretations that affect their work in the field.
14. Prepares materials for court prosecution of code and/or ordinance violations and may be called up as a witness.
15. Conducts all pre and post inspections in a prompt and timely fashion.
16. Prepares correspondence and reports and maintains records. Advises applicants on building permit procurement procedures and verifies completeness of building permit applications and drawings.
17. Confers with architects, building contractors, property owners, and other interested parties with the ability to explain and interpret building codes and ordinances.
18. Provides supervision of the Code Enforcement Office in the absence of the Code Enforcement Coordinator.
19. Prepares division budget and works in conjunction with Code Enforcement to prepare budgets.

20. Assists in the preparation of new regulations and recommends revisions of existing regulations with respect to building inspections and permit related activities.
21. Performs other related work as required.

QUALIFICATIONS**Education and Experience:**

- High school diploma or equivalent.
- An Associate's Degree in Construction Management or Building Trades is preferred.
- Minimum of three (3) years previous experience in building trades including construction materials, practices, alternative means, inspection methods, construction codes, and building structure field work is preferred.
- Two or more years of supervisory experience enforcing construction codes, required.

Knowledge of:

- Michigan Building Code ordinances and other building regulations.

Ability to:

- Work independently with minimal guidance and as part of a team.
- Locate, describe, and write actions to be taken to correct construction defects and code violations.
- Detect violations and unsafe building work.
- Enforce laws and codes with firmness, tact, and impartiality.
- Prepare and maintain clear and concise records and reports.
- Read, interpret, and apply plans and specifications, construction standards, and codes and laws.
- Communicate effectively, both orally and in writing with construction professionals, colleagues, the public and other City officials.
- Work with numerous interruptions and work effectively under time constraints to meet deadlines.

Special Requirements:

- Current P.A. 54 registration as a Building Official, Building Inspector, or Plan Reviewer, required.
- National Certifications by ICC, BOCA, ICBO in two or more of the following categories required:
 - Building Inspector
 - Building Plans Examiner
 - 1 & 2 Family Dwelling Building Inspector
- Possession and maintenance of a valid State of Michigan driver's license, required

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Environment: Work is performed both indoors and outdoors and involves inspection of various land use developments and construction sites. Exposure to inclement weather, extreme temperatures, electrical hazards, noise, obnoxious smells, dirt, grime, and dust relating to construction site activities.

Physical: Must be able to lift, carry, push and/or pull articles weighing up to 50 pounds. Must have the physical ability to enter and inspect hazardous locations, climb stairs and ladders, reach above and below shoulders, walk, kneel, bend, stand, twist, turn, stoop and squat on a regular/repetitive basis.

Vision: 20/20 corrected

Effective: 5/26/15

Reviewed: 2/21/20

Revised: 2/9/18, 1/31/18, 8/27/18

The above statements are intended to describe the general nature of the work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.