

County of Leelanau
Job Description

DEPUTY BUILDING OFFICIAL

Supervised By: Building Official
FLSA: Non-Exempt

General Summary:

Under the supervision of the Building Official, the Deputy Building Official is responsible for the administration and enforcement of the State Construction Code Act of 1972, 1972 PA 230. Subject to the other provisions of this act, an enforcing agency is any official or agent of a governmental subdivision that is registered under the Skilled Trades Regulation Act, Act 407 of 2016 and qualified by Article 10, Building Officials and Inspectors. The Deputy Building Official oversees and implements all aspects of the Leelanau County Construction Code Authority, both legal and administrative in the absence of the Building Official. In absence of the Building Official, the Deputy Building Official is responsible for minimum code enforcement, staff, budget, complaints, adherence to related acts and County policies, initiates and monitors formal legal actions for code enforcement, as well as actions regarding stop work orders and issue all Certificates of Occupancy. Functions as primary designated clerk to the Leelanau County Construction Board of Appeals.

Essential Duties and Responsibilities (in absence of or under supervision of the Building Official):

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Administers and implements budget preparation, fees and oversight of the Department.
- The Deputy Building Official shall have the authority to render interpretations of the code and to adopt policies and procedures in order to clarify the application of its provisions (as related to PA 230 of 1972).
- The Deputy Building Official shall receive applications, review construction documents and issue permits for the erection and alteration of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of the code.
- The Deputy Building Official shall issue all necessary notices or orders to ensure compliance with this code.
- Oversees or coordinates the issuance of pertinent correspondence relating to inspections for the Department.
- Oversees and approves requests and coordinates the acquisition of necessary supplies, equipment and services for the individual Departments within the Construction Code Authority.
- Oversees daily reports for permits inspected and inspections performed.

- Approves all invoices (vouchers) for payment to insure compliance with budget.
- Process permits, receives monies and helps with customer relations.
- Helps with other similar jobs not specified, as needed.
- At year-end, helps with transfer of Building Plans, vouchers, time sheets, etc., down to storage room.
- Answers phones, assists at counter, takes messages and directs them to the proper personnel.
- Is able to assist in the acquisition of needed office supplies for all Construction Code Authority Departments.
- Helps with the general needs of other Department staff when possible.
- Inputs inspection slips and files documents when necessary.
- Updates local contractors on Permits (mailings) and Registry with new licenses (filing).
- Processes various records, enters data on computers, organizes and maintains office files.
- Tracks licenses and classes for State compliance of all inspectors.
- Issue Certificates of Occupancy.

Employment Qualifications:

- Able to be certified by the State of Michigan for Building Official, inspector and plan reviewer in one of the respective trades, as referenced by PA 407 of 2016.
- Associate's Degree in a building-related field or with comparable professional experience.
- Maintains licenses and attends classes required for their trade, plan review and Building Official.
- Works efficiently and courteously with property owners, occupants, contractors, construction professionals and other employees.
- Possesses and applies verbal, written and computer skills appropriate with the job.
- Has knowledge and application of departmental and County rules, regulations, procedures, State codes, and functions.
- Is able to read maps for direction to and from job sites.
- Is familiar with the BS&A program, Microsoft Word and other programs pertinent to the daily running of the department.
- Is familiar with terminology associated with the building industry and their respective trade.
- Is able to drive and maintain county vehicle and have valid driver's license.
- Is able to climb ladders, scaffolding, stairs, crawl in crawl spaces/attics and other pertinent activities relative to properly inspecting an inspection.
- Is able to read blueprints and deciphers submittal documents relative to information for jobs.
- Is able to read rulers and measurements as relating to jobs or blueprints.
- Is able to use tools associated with the inspections of their trade or plan review.

Education Requirements:

- High school degree or equivalent, with course work or experience in their respective trade, management, accounting or area of office management. Associate's Degree level minimum or equivalent and a combination of training and experience that would provide the knowledge, ability and skill to meet the duties and responsibilities listed above and for the requirements of Act 407 of 2016, for the individual trades for licensing, as required by the State of Michigan.

Experience:

- Three years minimum experience and meets all aspects of requirements to be a registered code official and inspector for the State of Michigan. Must have accounting skills with knowledge of Microsoft Word, Excel spreadsheets and BS&A Software and other pertinent programs or have training to comply.