

COUNTY OF LEELANAU
JOB DESCRIPTION

BUILDING OFFICIAL

Supervised by: County Administrator
Supervises: County Employees and Contracted Inspectors assigned to the
Construction Codes Authority
FLSA: Exempt

General Summary:

Under the general supervision of the County Administrator, supervises and directs the activities of the Construction Codes Authority (“Authority”) in the enforcement of State Building Codes and ordinances, and the issuance of related permits to protect the health and safety of the public.

Essential Job Functions:

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.

1. Conducts onsite inspections at locations throughout the County to determine conformity and compliance to the State Building Code; initiates compliance actions when violations are found and prepares inspection reports; works with legal counsel in enforcement of Building Codes and Ordinances.
2. Performs construction site plan and blueprint reviews; examines all building plans in order to assure compliance with ordinances and codes.
3. Directs, coordinates, and participates in the activities of the Authority in code and ordinance enforcement regarding building, plumbing, mechanical, electrical, and related construction within the County.
4. Coordinates inspection activities with other departments as necessary, and cooperates with other agencies in the enforcement of applicable regulations.
5. Develops and implements policies and procedures for the Authority.
6. Develops and monitors the approved departmental budget.
7. Provides guidance to all inspectors in resolving conflicts between code interpretation and construction and land use practices.
8. Provides information, advice, final explanations and classifications of code requirements to the public, contractors, developers, architects, and engineers; investigates and addresses complaints relative to department activities.

9. Maintains records of permits both issued and denied, inspections, complaints and their investigations, and prepares reports and correspondence.
10. Prepares departmental progress reports and special reports as required.
11. Supervises, hires, trains and assigns the work of departmental personnel, including secretarial staff, building, electrical, and plumbing and mechanical inspectors.
12. Participates in onsite inspections in order to evaluate special or unusual circumstances.
13. Drafts and recommends the passage or amendment of building, mechanical and plumbing codes as required by Public Act 230 of 1972, State of Michigan. Drafts or assists in drafting department-related ordinances and fee permit schedules.
14. Works with related County and State agencies such as Health Department, Drain Commission, County Road Commission, MDOT, State Fire Marshal and State Construction Code officials to coordinate inspection activities and exchange data.
15. Maintains county inspections vehicle reports.
16. Ensures proper labor relations and condition of employment are maintained.
17. Identifies staff development and training needs and ensures that training is obtained.
18. Reviews inspection reports; orders and performs re-inspections when necessary
19. Issues occupancy certificates.
20. Follows construction trends by reading trade journals and by attending seminars and trade conferences.
21. Attends after hour meetings, as required; prepares and issues summons, may testify at appeals in code and ordinance violations and complaint cases.
22. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

Requirements include the following:

- An Associates' degree, or equivalent, with technical course work related to the building trades, e.g., electrical wiring, plumbing, carpentry.
- A minimum of five to seven years' experience as an inspector in the building trades or plan reviewer, or the equivalent.
- Certification by the Michigan Construction Code Commission as a Building Official, and an Inspector (in any building trade or discipline), and a Plan Reviewer.

- Thorough knowledge and understanding of state and local building codes, zoning ordinances, related laws, and their application to real conditions.
- Thorough knowledge of the principles, practices and procedures of plan review, conducting site inspections, and interpreting, applying and enforcing building codes and ordinances according to professional standards.
- Knowledge and understanding of computer operations; past experience in working with BS&A program software preferred.
- Ability to effectively communicate and exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with buildings, architects, planners, property owners, the public, and professional contacts, and municipal officials.
- Ability to critically assess situations, problem-solve, and work effectively within deadlines, and changes in work priorities.
- A Michigan driver's license with excellent driving record.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk or hear, and drive a vehicle. The employee is frequently required to sit and travel to other locations. The employee is occasionally required to climb or balance, stop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weight and occasionally lift and/or move heavy items. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee works both in a business office setting and in the field. In the course of conducting site inspections and other field activities, the employee is frequently exposed to outside weather conditions and may work near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually quiet in the office, but may become loud in the field.

This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.