

County of Leelanau  
Job Description

**BUILDING/ELECTRICAL/MECHANICAL/PLUMBING INSPECTOR  
& PLAN REVIEWER**

**Supervised By:** Building Official and Deputy Building Official

**FLSA Status:** Non-Exempt

**General Summary:**

Under the supervision of the Building Official and Deputy Building Official, conducts on-site inspections at locations throughout the County to determine conformity to their respective State and local codes and ordinances designed to protect the health, safety, and welfare of the public. Inspectors initiate compliance actions when violations are found, and prepare inspection reports. They examine construction plans and blueprints to understand building methods, checking for compliance to codes and ordinances. Inspectors receive and inspect complaints and maintain records and maps. Additionally to a trade inspector, they may serve as a plan reviewer.

**Essential Duties and Responsibilities:**

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.

- Conducts on-site inspections of structures under construction and existing buildings to ensure conformity to State and local codes. Examines materials and methods used, and assures compliance to building environment, energy conservation and accessibility standards.
- May review or inspect plans, specifications and blueprints of new buildings under construction or the remodeling of existing buildings for compliance to codes and ordinances. Approves permit applications for respective trade or remodeling when requirements are met.
- Seeks voluntary compliance where standards are not met, recommending corrections, issuing violation notices when necessary and performing re-inspections to determine if actions were taken to bring the structure into compliance with standards.
- Performs periodic inspections and investigates complaints involving violations of minimum acceptable construction, health, safety, and welfare standards. Prepares inspection reports and records, and performs re-inspections as necessary.

- Provides information and advice to owners, contractors, developers, engineers, and architects regarding State Code/law requirements and procedures, and offers assistance in making application for permits.
- Maintains records of permits issued and denied, inspections, complaints, and their investigations, and prepares reports and correspondence.
- May be required to prepare and issue summonses and testify at appeals in code and ordinance violations and complaint cases.
- Remains informed of developments and changes in laws, industry products and techniques.
- Receives and reviews site plans for compliance to appropriate codes.
- Performs related work as assigned or directed.

**Employment Qualifications:**

Education: Possession of a high school diploma or its equivalent.

Experience: A minimum of four (4) years in the building trades, inspection, construction and code enforcement and plan review, or the equivalent. Six-month orientation period.

Necessary Requirements:

- Possession of a valid Michigan Vehicle Operator's License
- Possession of a required license from the State of Michigan
- Registration as an Inspector from the Michigan Department of Labor (PA 407-2016)

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.