

BUILDING INSPECTOR

General Statement of Duties: Perform plan review and inspection services to maintain health and safety through enforcement of applicable codes and ordinances; complete related work as required.

Distinguishing Features of the Class: The Building Inspector is responsible for seeing that plans, specifications and buildings in the process of construction meet all requirements. An employee in this class must regularly exercise technical judgment and discretion based on familiarity with the various ordinances and code regulations for which he is responsible for enforcing. Work is supervised by the City Engineer through conferences and review of reports.

Examples of Work: (Illustrative Only)

- Reviews plans for buildings for compliance with regulations and issues building permits;
- Performs field inspections during residential construction: sewer taps, footings, backfill, framing, brick flashing, insulation, concrete formwork, site grading, and final acceptance for compliance with applicable codes and ordinances;
- Checks and approves blueprints and site plans of commercial buildings for egress requirements, barrier free compliance, fire separation, penetrations, and parking requirements; works closely with the Fire Chief;
- Receives and processes applications for Certificate of Occupancy for the use of buildings and/or use of land for compliance with the requirements of the Wyandotte Zoning Ordinance;
- Advises builders and homeowners how to mitigate building and housing concerns;
- Performs rental and upon sale inspections;
- Composes inspection reports, documents violations, and maintains records utilizing City's computer operating system, BS&A;
- Manage capital improvement projects including design, bidding oversight, and contractor management;
- Advise developers on zoning and building regulations regarding proposed new projects.

Required Knowledge, Skills and Abilities: Thorough knowledge of building construction materials and practices; ability to detect structural and other faults and to recommend their correction; superior knowledge of applicable building, housing and zoning ordinances; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to maintain effective working relationships with building owners and contractors, often in difficult work situations; good judgment; good physical condition.

Acceptable Experience and Training: Considerable responsible experience in building construction work as a journeyman or master level and completion of a standard high school or vocational school course, preferable supplemented by additional courses in civil engineering or

structural engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Requirements:

- Bachelor degree in architecture or building construction management with 5 years of experience or related acceptable experience and training.
- Registered as Building Inspector/Plan Reviewer with the State of Michigan or ability to become registered within six months.
- Proficient in Microsoft Office (Word and Excel) and familiarity with AutoCAD.

Recommended:

- Builders License (Michigan).
- Familiar with BS&A (City computer system).

01/11/18