

BUILDING INSPECTOR

Issue building and zoning permits. Inspect new construction. Enforce the Menominee Ordinance Code. Serve as code enforcement officer and zoning administrator. Perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general direction of the city manager.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Enforce the City's zoning, housing and building ordinances and codes.
2. Issue building and zoning permits and certificates of occupancy.
3. Investigate complaints by the public and follow through on abatement of violations to the Menominee Ordinance Code regulating dangerous property, junk cars, long grass, snow removal, etc.
4. Prepare notices of violation, letters, reports and keep appropriate records.
5. Answer inquiries from the public in person and by phone.
6. Inspect all new building sites (three visits are minimum).
7. Inspect existing structures whenever a building is being sold.
8. Conduct plan reviews and inspections on commercial and industrial properties.
9. Work closely with the Planning Commission, Zoning Board of Appeals, and Construction Board of Appeals.
10. Administer the provisions of the zoning ordinance.
11. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES,
SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following with or without reasonable accommodation as required by the Americans With Disabilities Act:

Knowledge of city codes and ordinances pertaining to building and zoning.

Knowledge of the materials, methods and techniques used in building design and construction.

Ability to understand and interpret plans, blueprints and specifications.

Ability to prepare comprehensive and accurate records and reports.

Ability to work effectively with public/contractors/other employees.

Ability to see well to complete duties 1 through 9.

Ability to hear and speak effectively and without limitation to complete duties 1, 3, 5, 8, and 9.

Ability to crawl, climb and maneuver where physical mobility is required to complete duties 3, 7, 8, and 9.

Insures that safety precautions are taken on all jobs.

Required training includes graduation from an accredited high school.

Additional training in building construction and one or more of the building trades is preferred.

Required experience includes four years experience in the building trades or construction inspection or related work activities.

A person must be certifiable as a provisional inspector under MCL Act No. 54 of Public Acts of 1986 and "Plan Reviewer" and maintain certification as required.

A valid Michigan driver's license is also required.

Approved by City Council on May 6, 1996.
Last Amended: April 20, 1998