

# **COUNTY OF ANTRIM**

## **DESCRIPTION OF ESSENTIAL DUTIES**

**TITLE: BUILDING INSPECTOR/PLAN REVIEWER**

### **GENERAL PURPOSE**

Under the direct supervision of the head of the Building Department, performs a variety of routine and complex technical work in building inspection and plan review and exercises considerable independent judgment in applying and interpreting the laws, regulations, rules and codes to specific situations. Serves the public both in the field and in the office by providing information on the codes and ordinances adopted by Antrim County, in order to facilitate compliance. Works with the office staff in order to facilitate an orderly permitting process and a smooth running operation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Enforces current state building codes adopted by Antrim County.
2. Issues correction notices and citations.
3. Performs on-site inspections of footings, foundations and framing.
4. Examines general framing and structure of buildings to ensure compliance with code.
5. Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate.
6. Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
7. Reviews and checks all plans for compliance with the codes.
8. Works with homeowners, builders, architects, and engineers to obtain compliance.
9. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

### **SECONDARY DUTIES**

1. Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
2. Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
3. Assists the Board of Appeals as needed, and providing required information.
4. Review proposed subdivisions for code compliance.
5. Performs the duties of a plans examiner, or mechanical, plumbing or electrical inspector as needed and qualified.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- a. Graduation from high school or GED equivalent, and
- b. In accordance with Act 299 of the Public Acts of 1980, as amended, must have four (4) years of experience, with two (2) years as a licensed builder in general construction and related fields, or must be a licensed architect or engineer.
- c. Good working knowledge of current State building codes and be or able to be licensed by the State of Michigan Bureau of Construction Codes as a building inspector/plan reviewer in accordance with Public Act 407 of 2016 within the first 30 days of employment.

### Necessary knowledge, Skills and Abilities:

- a. Thorough knowledge of current state building codes and general construction codes, and a thorough knowledge of carpentry.
- b. Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national uniform building codes, zoning and land use applications.
- c. Skill in the operation of the listed equipment.
- d. Ability to work well with the public and with local contractors.
- e. Ability to read and understand complicated plans and blueprints.
- f. Ability to communicate effectively orally and in writing.

## **SPECIAL REQUIREMENTS**

Must possess a valid Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this description of essential duties. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria.*

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed partly in office setting. Employee is required to travel to inspection sites. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee will be expected to occasionally walk on uneven terrain and negotiate other potential hazards of a typical construction site.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, cold snowy conditions or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approval:

\_\_\_\_\_  
Peter Garwood, County Administrator

\_\_\_\_\_  
Robert Massey, Building Official

Revision History: August 14, 2014