

**COUNTY OF PRESQUE ISLE  
JOB DESCRIPTION  
CHIEF BUILDING INSPECTOR**

SUPERVISED BY: County Board of Commissioners

SUPERVISES: Full-Time County Employees, as assigned  
Contracted Inspections Workforce

FLSA: EXEMPT

**General Summary:**

Under the general supervision of the County Commissioners, directs the activities of the Construction Code Department in the enforcement of state building codes and ordinances, and the issuance of related permits to protect the health, safety, and welfare of the public.

Conducts on-site inspections at locations throughout the County to determine conformity to state building codes. Initiates compliance actions when violations are found and prepares inspection reports. Performs construction site plan and blueprint reviews and site inspections to determine building methods, checking for compliance to codes and ordinances. Coordinates inspection activities with other departments, as necessary, and cooperates with other agencies in the enforcement of applicable

Supervises and Coordinates with contracted independent inspectors.

Works with contractors and the general public in resolving building, zoning, and general code enforcement problems is a high priority.

**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 the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Directs and participates in the activities of the Construction Codes, Department in code and ordinance enforcement regarding building, plumbing, mechanical, electrical and related construction within the County.
2. Develops and implements policies and procedures for accomplishing the assigned duties of the Construction Codes Department.
3. Reviews or inspects 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 constructions or remodeling when requirements are met.
4. Conducts on-site inspections of structures under construction and existing buildings to ensure conformity to state and local building codes and conformance with approved plans.
5. Develops and monitors the approved annual departmental budget.

6. Provides guidance to contracted inspectors in resolving conflicts between code interpretation and construction and land use practices.
7. Provides information, advice, explanations and classifications of code requirements to the public, contractors, developers, architects, and engineers regarding building code requirements and construction procedures. Investigates and addresses complaints about department activities.
8. Maintains records of permits issued and denied, inspections, complaints and their investigations, and prepares reports and correspondence.
9. Supervises, trains, and assigns the work of departmental personnel.
10. Drafts and recommends the adoption or amendment of building, mechanical and plumbing codes as required by Act 230, State of Michigan. Drafts or assists in drafting department-related ordinances and fee permit schedules.
11. Works with related County and State agencies, such as the health department, Drain Commissioner, Road Commission, MDOT, fire marshal, and state construction code officials to coordinate inspection activities and exchange relevant data.
12. Works with County legal counsel in enforcement of appropriate building codes. Seeks compliance where standards are not met, recommending corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards. May be required to prepare and issue summonses and testify at appeals in code and ordinance violations and complaint cases.
13. Maintains county inspections vehicle reports.
14. Identifies staff development and training needs and ensures that training is obtained.
15. Performs building and housing inspections and investigates complaints involving violations of minimum acceptable construction, health, safety, and welfare standards. Prepares inspection reports and records, and performs reinspection's as necessary.
16. Issues occupancy certificates.
17. Provides primary staff support to the Construction Code Board of Appeals. County Planning Commission, and Zoning Board of Appeals.
18. Keeps abreast of construction trends by reading trade journals and by attending seminars, trade conferences, and required classes.
19. Attends after hour meetings, as required.
20. 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.

Requirements include the following:

Education: High School or GED

Experience: A minimum of four years as an inspector in the building trades or plan reviewer, or the equivalent, is required.

Special Requirements: Certification by the Michigan Construction Code Commission as a Building Inspector and a Plan Reviewer is required, but may be obtained after hire date through training and certification.

Thorough knowledge and understanding of state and local building codes, zoning ordinances, and related laws and their application to real conditions. Should possess a Michigan Builders License or a Maintenance and Alteration License.

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 software preferred.

Knowledge in maintaining complex record keeping and document retention systems, and in compiling comprehensive reports.

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 builders, 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 must meet to successfully perform 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 and fingers to handle and feel; reach with hands and arms; talk and 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, stoop, 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.