

Raisinville Township

Building Inspector/Plan Reviewer/ Ordinance Officer

Part-Time (Fridays and to cover the Building Official when he is unavailable), \$30/hour

Description:

BROAD STATEMENT OF RESPONSIBILITIES:

This position reports to the Building Official and Township Supervisor.

The Building Inspector shall review applications and plans, issue permits and inspect building construction throughout the Township's jurisdiction for code compliance and also investigate ordinance violation and complaints.

ESSENTIAL FUNCTIONS: (including but not limited to)

- 1.) Examine plans and specifications for new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes and ordinances.
- 2.) Maintain records of inspections, plan reviews and ordinance violations.
- 3.) Inspect commercial and residential buildings during various stages of construction to ensure compliance with applicable construction codes and regulations.
- 4.) Communicate clearly and effectively when responding to citizens and contractor's building and zoning code questions.
- 5.) Attend and participate in continuing education to become aware of new industry trends and innovations, including construction code changes under Act 54.
- 6.) Thorough understanding of residential and building construction

BASIC FUNCTIONS:

- 1.) General understanding of construction practices.
- 2.) Familiar with State laws governing construction, and an understanding of building codes and inspection functions.
- 3.) Good telephone and communication skills.
- 4.) Good computer skills including Microsoft Office and BSA.net or ability and willingness to learn program
- 5.) Must be organized and efficient with ability to handle complex tasks.

REQUIREMENTS

State of Michigan Registration as a Building Inspector and Plan Reviewer or ability to acquire registration

A valid Michigan driver's license