



Charter Township of East China

5111 RIVER ROAD, EAST CHINA, MI 58054 810-765-8879 www.eastchinatownship.org

2018 Building Official – Part Time

SUMMARY: Under the supervision of the Township Manager, directs the inspection and enforcement processes of the East China Township Building Department, assuring orderly and safe construction within the community. Works with staff and participates in the review of building plans and blueprints, field inspections on new and existing buildings, along with the enforcement of various state and local building codes and zoning ordinances. In addition, directs the issuance of various related permits along with the maintenance of related records and preparation of various reports.

SHIFT - 4-6 hours per week, during business hours or as needed. Will be reviewed annually.

COMPENSATION – \$25.00 / hour. No benefits are offered in this position.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

- Directs the inspection of new and existing buildings, and rentals, assigning tasks or personally conducting physical inspections at various locations throughout the Township, assuring compliance to various building codes and ordinances.
- Conducts the review of building plans and blueprints prior to the approval and issuance of permits, assuring compliance with local codes and ordinances, making sure approved products, materials and techniques are used during construction.
- Oversees the issuance of building permits, certificates of occupancy, contractor licenses and registrations, stop work orders, and the maintenance of records of permits issued and denied, inspections performed, complaints received and their investigations.
- Coordinates plan reviews and inspections with other departments when concerns are related or joint efforts are needed during Township projects.
- Meets with and answers inquiries from citizens, contractors, architects, and others regarding complaints, code and ordinance interpretation, and clarification on department policies, and maintains ongoing contact to coordinate activities.
- Assists in drafting or revising codes and ordinances to reflect local situations, and presents changes to Board members and citizens.
- Performs spot checks on new construction and remodeling work, and substitutes for absent inspectors as necessary.
- Prepares correspondence, departmental activity reports, and special reports as required.
- Attend meetings as needed (evening if needed) to present department information.
- Prepares recommendations for changes in procedures for inspections and other activities to improve the operational effectiveness and efficiency of the Department.

QUALIFICATIONS

Education: Possession of a high school diploma or its equivalent.

Experience: A minimum of five (5) years of experience in the business of a building official, plan reviewer and inspector. Further the applicant must have a minimum of five (5) years of experience in the building trades including supervisory experience.

Working knowledge of BSA Building.NET, Microsoft Office & email applications.

The applicant must be able to be registered with the State of Michigan as a building official, plan reviewer and inspector pursuant to the provisions of MSA 5.2949(32) et seq.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job shall be considered.

REQUIRED: Send resume, cover letter and credentials via mail or email no later than 4:00pm 1/6/2019
Mail to: East China Township, Attn: Township Manager 5111 River Road, East China MI 48054
OR email: manager@eastchinatownship.org