

JOB POSTING
City of Westland Building Inspector/Supervisor
(General Supervisor, U.A.W. Local 174)

Department: Building & Planning
Position: Building Inspector/Supervisor
Salary: \$29.61-\$33.84/hr (35 hrs per week)
Union: UAW Supervisory Local 174
Application Deadline: Open until filled

SUMMARY: Coordinates activities involving the duties of inspection, plan review, ordinance compliance pertinent to Building and Planning Departments.

TASK STATEMENTS WHICH MAY BE CONSIDERED ESSENTIAL FUNCTION(S):

- Provide oversight of permit activity including permit review, plan review, permit issuance and inspection in accordance with laws, ordinances or other regulatory requirements under the direction of the Building Director.
- Perform building and housing inspections and plan reviews when necessary.
- Investigate complaints, issue notices, and placard buildings under the direction of the Building Director.
- Provide Building Official duties when required under the direction of the Building Director.
- Organize, schedule, assign work activities and oversee all office and inspection personnel as applicable under the direction of the Building Director.
- Evaluate work performance, compliance of work rules, policies and procedures of personnel as applicable under the direction of the Building Director.
- Communicate with the public regarding policies, procedures, complaints and answering questions under the direction of the Building Director.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Licensed Building Inspector and Plan Reviewer with State of Michigan.
- Ability to become a registered Building Official with State of Michigan within 6 months of employment.
- Five years' experience in inspection, plan review and code and ordinance enforcement
- Working knowledge of BS&A software.

PHYSICAL DEMANDS:

This job requires occasionally sitting, standing and walking. Occasionally, riding in various types of vehicles including cars and pick-up trucks may be required. The employee must work with hands often. There may be occasional bending, reaching, kneeling, crawling, climbing and crouching. Lifting or pulling up to 30 pounds is occasionally required with 10 pounds lifting/pushing/pulling frequently required. Near and far vision is required. The employee must have the ability to hear and understand persons talking in normal conversation fifteen feet away or on telephone, and the ability to clearly communicate procedures, problems, and policies with fellow employees and the public.

LANGUAGE REQUIREMENTS:

Employee must be able to read complex written instruments and technical manuals. Employee must have the ability to fill out logs, building or equipment maintenance standards, and must be able to understand laws, ordinances and legal documents. English required.

MATH REQUIREMENTS:

Must be able to add, subtract, multiply, divide, calculate ratios/proportions, fractions, decimals, percentages, discounts, volume, area, weights and measures.

USE OF TOOLS AND EQUIPMENT:

Employee must have the ability to use variety of electronic devices including computers, copiers, measuring devices, telephone and calculator. Employee may be required to use a variety of tools and equipment generally found in public works operations such as hand tools, power tools, heavy equipment, etc.

ENVIRONMENT:

This job frequently requires the employee to work outdoors in extreme temperatures. Typically work is performed near traffic, around noisy mechanical equipment or at other times, office noise level. Dust and smoke will occasionally be encountered. The employee may occasionally be exposed to electricity, traffic, moving machinery and chemical hazards. Rarely, exposure to a dangerous client could occur. No other known hazards.

OTHER SKILLS AND ABILITIES:

Employee should have considerable knowledge of industry standards and practices as well as local ordinances, state laws and federal regulations regarding areas of responsibility. Employee must have ability to follow directives faithfully and work without close supervision. Employee must be skilled in organizing and ability to self-start in discharging responsibilities. Employee must have skill in organizing and executing technical aspects of job including coordinating, training and directing for an effective working relationship with subordinates. Employee must have skill in evaluating data and determining appropriate course of action and gaining acceptance of recommendations. Employee must have ability to deal with the public and other employees in a tactful and courteous manner.

THE ABOVE IS REPRESENTATIVE OF THE NON-EXCLUSIVE DUTIES ROUTINELY PERFORMED BY PERSONNEL SO CLASSIFIED ALONG WITH OTHER SUCH DUTIES AS MAY BE REQUESTED; IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF DUTIES PERFORMED BY EMPLOYEES SO CLASSIFIED.

COMPENSATION

Employee will be compensated per the UAW Local 174 Supervisory guidelines and will be based on the employee's level of knowledge, competence and experience.

Per the UAW Local 174 Supervisory guidelines the Hourly range is \$29.61 to \$33.84 for 35 hours per week (9:00am to 5:00pm Per the UAW Local 174 Supervisory guidelines with a one hour lunch break).

In addition, there is a defined contribution retirement plan, health, dental, optical and life insurance available.

APPLICANTS:

Interested applicants must submit a letter of interest, resume, credentials and completed application to the Human Resource Director. Complete application packet must be submitted to Stephani S. Field, Director, Human Resources, City of Westland via email to personnel@cityofwestland.com or by fax to (734) 422-1214. A link to the job application can be found at

<http://www.Cityof Westland.com/Departments/Personnel>