



*The City of Auburn Hills is an Equal Opportunity Employer  
seeking qualified applicants without regard to race or  
other protected status.*

**BUILDING INSPECTOR II**  
**CITY OF AUBURN HILLS, MICHIGAN**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

The City of Auburn Hills, Michigan is seeking a State of Michigan registered building inspector and plan examiner for the position of Building Inspector II.

In general, duties include the examination of plans and specifications along with the inspection of new and existing structures to determine compliance with adopted codes, City ordinances, State requirements, and approved plans.

**Other Essential Requirements:**

1. High School Diploma, or equivalent, supplemented by college or trades-level coursework in construction, construction management or a related field, minimum 2 year degree preferred;
2. Minimum of four (4) years of responsible experience in general building construction, a schooled Journeyman carpenter, skilled worker, a person responsibly in charge of construction or a combination of aforementioned;
3. Ability to read and interpret building plans and construction drawings and possess knowledge of the State of Michigan Construction Code.
4. Ability to work independently under general policy direction; work effectively with staff at all levels; have excellent written and oral communication skills; and the ability to exercise independent judgment when appropriate.
5. Interpersonal skills necessary to effectively communicate with the general public in situations requiring tact and patience.
6. Knowledge of the BS&A software system and Microsoft Office products.
7. Valid Michigan driver's license

**Hours and Wages**

This is a full-time position with a salary range of \$51,355 to \$62,400 plus a comprehensive benefits package. Starting salary within the above range will be dependent on qualifications. An opportunity for career advancement within the Department is potentially available to the qualified candidate.

[www.auburnhills.org](http://www.auburnhills.org)

**TO APPLY, SUBMIT COVER LETTER, RESUME AND COMPLETED EMPLOYMENT APPLICATION TO:**

**CITY OF AUBURN HILLS  
HUMAN RESOURCES DEPARTMENT  
1827 N. SQUIRREL ROAD  
AUBURN HILLS, MI 48326  
[HumanResources@auburnhills.org](mailto:HumanResources@auburnhills.org)**

**APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED**



**POSITION DESCRIPTION**

Position: Building Inspector II		Department: Community Development	
Reports to: Manager of Building Services		FLSA Status: Non-Exempt	
Location: Civic Center	Division: Building Services	Pay Grade: 7	
Revised: August 11, 2003	Last Reviewed:	Union: AFSCME	Status: Full-time

**GENERAL PURPOSE**

Performs a variety of routine and complex technical work in the field of building inspection to ensure that the State Construction Code and other related codes, ordinances, and standards are met.

**SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Building Services.

**SUPERVISION EXERCISED**

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Enforces building related codes, including State Construction Code, CABO 1 & 2 Family Dwelling Code, BOCA National Property Maintenance Code, local ordinances and state laws. Analyzes plan and specifications for on-site conformity to construction standards, city ordinances and state laws.

Reviews construction plans and specifications for conformity to construction codes and standards, city ordinances, and state law.

Enforces codes and ordinances relating to building, zoning and other ordinances. Recommends procedures and policy for making inspections to ensure that each of the activities conform to city ordinances and state law.

Speaks to homeowners, architects, engineers, and builders on the phone and in person to advise concerning the requirements of city codes and ordinances.

Makes all routine inspections on all types of sites. Makes annual and site plan inspections.

In case of nonconformity to the code, stops construction until all corrections are made.

Assists in breaking in new inspectors and advising them concerning proper forms and procedures of making inspections and handling violations. Reviews completed work.

Assists in office duties (including permit issuance) as necessary.

May appear in court to testify in cases involving department activities.

Other duties as required.

### **PERIPHERAL DUTIES**

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

### **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Four (4) years of experience in general building construction as a contractor, skilled worker, a person responsibly in charge of construction, or a combination of aforementioned.

- (C) At least three (3) years previous related enforcement experience within a building department and/or ordinance enforcement agency, etc.
- (D) Current License from the State of Michigan as a Building Inspector/Plans Examiner

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- (A) Thorough knowledge of building and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national uniform building codes, zoning and land use application;
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work well with the public and with local contractors; ability to read and understand complicated plans and blueprints; ability to communicate effectively orally and in writing.

### **SPECIAL REQUIREMENTS**

Demonstrated ability to meet the above mentioned qualifications. An eight (8) week trial period is provided for existing AFSCME employees and a six (6) month period for new hires as provided by contract.

### **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 in office and field settings. Outdoor work is required in the inspection of various land use developments, and 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 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 required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must frequently lift and/or move up to 10 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 works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid 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 background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional 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.