

Assistant Building Director

The Charter Township of Shelby is accepting applications to establish an eligibility list for the position of Assistant Building Director. Duties include assisting the Building Director in the planning and supervision of the operations and activities of the Building Department; including the supervision of the Plumbing, Mechanical, Electrical, and Building Inspectors in addition to performing on-site inspections, plan review, and certificate issuance. The person in this position will also assist the Building Director in the enforcement of relevant codes, ordinances, and regulations.

Qualified candidates must provide the following proof:

- Bachelor's Degree in Civil Engineering, Architecture, Construction Management or a related field and five years' experience in building inspection, plan review and code enforcement, or Associates degree in engineering, architecture, construction management or a closely related field and seven (7) years progressively responsible work experience in building inspections, plan reviews, and code enforcement with three (3) years supervisory experience.
- Registration as a Building Official, Building Inspector, and Plan Reviewer.
- Certification as a Building Inspector, Plan Reviewer and Building Official from the International Code Council (ICC) is preferred. Upon hire, employees without ICC certification(s) are required to actively undertake coursework and testing to obtain the certification(s).
- A valid State of Michigan Driver License, with a good driving record.

Applications can be obtained and submitted at: www.shelbytp.org/jobs

Salary: \$74,996 - \$86,498. Application with uploaded copy of education and proof of experience must be submitted no later than 11:59 p.m. June 11, 2019. EOE.

Job Summary: Assist the Building Director in the planning and supervision of the operations and activities of the Building Department; including the supervision of the Plumbing, Mechanical, Electrical, and Building Inspectors. The person in this position will also assist the Building Director in the enforcement of relevant codes, ordinances, and regulations. Performs on-site inspections, plan review, and certificate issuance.

Essential Job Functions

An employee in this position may be called upon to perform any or all of the following essential duties:

- Assist the Building Director in the planning, organization, administration, budgeting, and direction of the activities and personnel of the Building Department.

- Inform and advise architects, developers, contractors, and homeowners of proper building codes and construction methods.
- Assist the Building Director in the enforcement of applicable codes and ordinances.
- Investigate complaints by the general public regarding possible ordinance violations, or building violations that endanger the health, safety, and welfare of Township residents.
- Supervise and implement the appropriate compliance with grading requirements. Act as liaison with the Township Engineer and resolve disputes with regard to grading certification.
- Perform on-site inspections of structures to ensure compliance with Building, Mechanical, Electrical, and Plumbing Codes, as well as general ordinances.
- Participate in Emergency Management Damage Assessment Team and respond during emergencies.
- Act as the Building Director in his/her absence – Supervise implementation of applicable Ordinance Enforcement, including violation issuance; perform site inspections, and appear in court on behalf of the Township.
- Assist the Building Director in overseeing the training, coaching, counseling, and mentoring of staff for optimal performance.
- Assist the Building Director in resolving complaints from the public, staff and others.
- Act as a staff liaison to the Board of Trustees; Construction Board of Appeals; Planning Commission; Zoning Board of Appeals; and other Township Committees and Boards.
- Perform related work as required.

Knowledge / Skills / Abilities

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles, methods, materials, and techniques used in building design and construction.
- Inspection methods, practices, and techniques relating to building, plumbing, electrical, and mechanical systems.
- Applicable laws, codes, and ordinances relating to building construction, zoning and other local ordinances.
- Business and management principles involved in strategic planning, leadership, and coordination of people and resources.
- Municipal government operations, township organization, regulations, procedures, and personnel

Skills

- Strong Organizational and time management skills
- Reading Comprehension
- Active listening
- Business Writing
- Sound Judgement and decision making.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Proficient in the basic use of computers and computer programs currently utilized by the Township for word processing, spreadsheets and databases based on an evaluation

examination as established by the Commission, but specifically GIS, and Equalizer software by BS&A.

- Using and apply mathematical formulas and principals; tables, charts, scales, and measuring equipment

Abilities

- Interpret and work with blueprints, specifications, drawings, and grading diagrams of a variety of building and construction sites.
- Direct and supervise employees and verify the accuracy and quality of work performed by inspectors and clerical support personnel.
- Communicate effectively to others in both written and spoken format.
- Work effectively with the Building Director, other officials, co-workers and members of the general public.