

CITY OF IRONWOOD

PERMANENT PART-TIME BUILDING OFFICIAL

General Summary

The Building Official directs the entire inspection and enforcement processes of the City of Ironwood, assuring orderly and safe construction within the community. Reviews building plans and blueprints, performs field inspections on new and existing buildings, and enforces 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.

Supervision Received

Work is performed under the general supervision of the City Manager.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any, or all, of the following (**Does Not** include **all** tasks employee may be expected to perform):

1. Direct the inspection of new and existing buildings, and rentals, assign tasks or personally conduct physical inspections at various locations throughout the City, assure compliance to various building codes and ordinances.
2. Conduct the review of building plans and blueprints prior to the approval and issuance of permits, assure compliance with local codes and ordinances, ensure approved products, materials and techniques are used during construction
3. Oversee the issuance of building permits, certificates of occupancy, contractor licenses and registrations, and the maintenance of records of permits issued and denied, inspections performed, complaints received and their investigations.
4. Coordinate plan reviews and inspections with other departments when concerns are related, or joint efforts are needed during City projects.
5. Meet with and answer inquiries from citizens, contractors, architects, and others regarding complaints, code and ordinance interpretation, and clarification on department policies and maintain ongoing contact to coordinate activities.
6. Assist in drafting or revising codes and ordinances to reflect local situations and present changes to Board members and citizens.
7. Perform spot checks on new construction and remodeling work.
8. Prepare correspondence, departmental activity reports, and special reports as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by the Building Official.

Minimum Qualifications

- Education and Experience:
 1. Graduation from high school education or GED equivalent.
 2. Associate's Degree.
 3. A minimum of five (5) years of experience in the business of a building official, plan reviewer and inspector.
 4. A minimum of five (5) years of experience in the building trades, including supervisory experience.
 5. The applicant must be licensed with the State of Michigan as a building official.

- Necessary Knowledge, Skills and Abilities:
 1. Knowledge of federal, state, and local building code laws, rules, regulations, and ordinances.
 2. Familiarity with engineering and building construction principles and concepts.
 3. Skill in operating standard office equipment.
 4. Knowledge and proficiency with relevant software applications (i.e. Microsoft Word, Excel, etc.). Experience with BS&A software preferred.
 5. Ability to assemble data and prepare accurate records and reports.
 6. Ability to maintain effective working relationships with the Manager, other department heads and staff members, Council and Commission members, citizens, property owners, developers and others.
 7. Ability to work independently and be self-directed.
 8. Ability to follow verbal and written instructions.
 9. Ability to handle stressful situations and effectively deal with difficult or angry people.
 10. Ability to make effective oral and written presentations.

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

Other Requirements

1. Valid Driver license.

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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, see, smell, crouch, crawl, bend, climb or balance, stoop, kneel, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee must frequently lift and/or move objects weighing up to 75 pounds and occasionally lift and/or move objects more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus under a variety of light conditions.

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 works both indoors and outdoors. Outdoor work may be subject to inclement weather and other hazards including moving mechanical parts, high or precarious places, combustible materials, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level varies from quiet to loud.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.