

March 26, 2018

FLSA Status: Non-Exempt

J O B P O S T I N G

TITLE: BUILDING INSPECTOR/OFFICIAL
(FULL TIME)

LOCATION: Delhi Charter Township
Community Development Department
2074 Aurelius Road
Holt, Michigan 48842

GENERAL SUMMARY: Under the direction of the Director of Community Development, conducts on-site inspections of commercial, industrial, and residential building projects throughout the Township to ensure full compliance with state building codes for new construction, additions, and alterations. Ensures that construction is in conformance with approved plans and specifications and requires that code violations are corrected. Assists contractors and the general public with information regarding construction and code related matters. Performs plan reviews of proposed building projects. Coordinates the activities of trade inspectors to ensure timely delivery of inspections.

EMPLOYMENT QUALIFICATIONS:

Education: Possession of a High School diploma or the equivalent. Some advanced construction trade coursework.

Experience: Some experience in municipal government or related setting providing familiarity with the process of building code enforcement or related areas desired. Experience with personal computers, word processing and data entry required. Experience with BS&A permits software desired.

Other Requirements: Registration with the State of Michigan as specified in the State Construction Code (Act 54 of the Public Acts of 1986) for Building Official, Building Inspector and Plan Reviewer. Possession of a State of Michigan Driver's License with good driving record.

Must be able to pass State Certification for Soil Erosion and Sedimentation Control within one (1) year of employment

PROBATIONARY PERIOD: 12 months

2018 SALARY RANGE: (Pay Grade 9) \$28.14 - \$33.77

APPROXIMATE STARTING DATE: May 1, 2018

HOURS TO BE WORKED: 8:00 a.m. - 5:00 p.m. - Monday - Friday

APPLICATION DEADLINE: Until Filled

Applicants must apply complete an application in person at the Delhi Township Manager's Office at 2074 Aurelius Road, Holt, Michigan.

A complete job description is available upon request.