



## CHARTER TOWNSHIP OF VAN BUREN JOB VACANCY

**Position Title:** Plan Reviewer and Building Inspector

**Department:** Planning and Development

**Classification:** Regular, Full-time

**FLSA Status:** Non-exempt

**Union Affiliation:** AFSCME

**Opening Date:** September 1, 2016

**Closing Date:** September 30, 2016

**Starting Hourly Wage:** \$19.76

**91 Day Hourly Wage:** \$20.77

**18 Month Hourly Wage:** \$21.77

### **General Duty Statement:**

Van Buren Charter Township is now accepting resumes for Plan Reviewer and Building Inspector.

### **Position Summary**

Under the supervision of the Planning and Development Director or his/her designee, this employee is responsible for building plan reviews, conducting building, plumbing, electrical and/or mechanical inspections and other duties as outlined below. Performs tasks involving code and ordinance interpretation. This individual may also be called upon to assist other departments in performing tasks requiring the same level of skill and ability. Employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors and citizens of the Charter Township of Van Buren and demonstrates the highest standards of internal and external customer service.

### **Essential Job Functions, Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Perform all necessary building plan reviews, permit issuance, code interpretations, and field inspections as required by Federal, State, County and Township Building Codes and Ordinances.
- Develop a working knowledge of the Township's Zoning and General Ordinances as they relate to the enforcement of the Township's building and plan approval regulations.
- Review blueprints and plans for code compliance.
- Conduct inspections of building, plumbing, mechanical and/or electrical work, as assigned, and maintain records of all work performed.
- Provide service and assistance with respect to applicable building codes to applicants, permit holders and others at the service counter, by telephone, and by email as needed.
- Perform assigned field inspections in a timely and efficient manner, providing permit holder with appropriate paperwork and certificates as required by the State of Michigan and Van Buren Township.

- Develop and maintain competence with Department computer software and other office equipment as it relates to the completion of the various requirements of the position, such as record keeping, permit status updating, communication and reporting.
- Maintain all necessary and required paperwork, forms, and blueprint reviews on a daily basis.
- Prepare reports, violation notices, and other enforcement documents to enforce the Township's General Ordinances, Building Codes, and Zoning Ordinance in cases of violations and in the normal course of performing the assigned duties of the job.
- Testify in arbitration, court proceedings and hearings at local, county, and state levels, as needed.
- Cooperate and collaborate with other Department inspectors, ordinance officers, and staff in the normal course of performing the job duties of the position.
- Attend staff meetings as required.
- Perform other related duties as assigned by the Director or his/her designee.
- Demonstrates regular and predictable attendance.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

1. Must possess high school diploma or equivalent.
2. Must possess current State of Michigan Act 54 registration as a Building Inspector and a Plan Reviewer.
3. Minimum two (2) years of experience as an inspector in a governmental organization.
4. Applicants who are licensed or eligible to be licensed as a Building Official will be given preference.
5. Valid State of Michigan driver's license with no major traffic convictions.
6. Ability to operate an automobile or pick-up truck and obey all motor vehicle laws and safety requirements as well as Township regulations.
7. Competence in basic mathematical calculations including algebra and geometry.
8. Ability to use deductive reasoning and logic in job related problem solving and to deal with problems involving several variables.
9. Skill in communicating verbally and in writing and interacting with customers in a professional and ethical manner.
10. Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
11. Must be reliable and work cooperatively as part of a team.
12. Ability to use various job related electronic equipment such as computers, scanners and fax machines for communication, record keeping and data updating.
13. Ability to perform job duties with minimal need for direct supervision.
14. Must be willing to work overtime, evenings, and/or weekends to accommodate the needs of the Township.

## **Physical Abilities and Work Environment**

While performing the duties of this job, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.

In a normal day, twenty-five percent (25%) of the inspector's time is spent in the office and seventy five percent (75%) is spent in the field. Field work consists of driving from building site to building site and conducting various required inspections. At any inspection site the inspector may be required to engage in one or more of the physical aspects of the job described herein.

Please submit a cover letter, resume and application to:

[vbthr@vanburen-mi.org](mailto:vbthr@vanburen-mi.org).

The Charter Township of Van Buren is an equal opportunity employer