



## GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

### Code Inspector

#### GENERAL SUMMARY

Primary function of the job is to review construction plans and conduct field inspections of residential, commercial, and/or industrial buildings to determine and secure compliance with Codes and Ordinances.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It will also require travel by the employee and may require the employee to travel in the employee's own vehicle.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Enforces State and County codes, laws, and ordinances related to residential, commercial, and/or industrial buildings in assigned areas of responsibility.
- Inspects buildings, structures, and installations to determine compliance with applicable State code, County ordinance, and enforces codes/ordinances as necessary.
- Plans and organizes inspection routes.
- Issues field correction and violation notices.
- Reviews sealed drawings and plans and a variety of construction documents to ensure code compliance related to assigned area of responsibility. Approves and issues permits.
- Assists building owners, contractors, engineers, the public with information regarding code-related matters.
- Enters field report data into applicable computerized systems and maintains related files and documentations associated with field inspections.
- Prepare reports and documentation
- Participates in/on a variety of meetings, workshops, training sessions, and/or other related groups in order to receive and convey information

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from high school or G.E.D. and completion of an approved apprentice program or equivalent training in assigned area of responsibility.
- Four to six years experience related to assigned area of responsibility.

#### CERTIFICATIONS, LICENSES (minimum requirements)

- Journey license in a building trade required.
- Registered or provisionally registered as an Inspector and must complete training and update requirements for regular registration renewals pursuant to the Building Officials and Inspectors Registration Act.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work requires evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve, or may not be resolvable.

This job is not part of a series.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to extreme heat and cold (not related to weather), working in close quarters, working in high and precarious places, working near moving mechanical parts, risk of electrical shock, vibrations, fumes or airborne particles, infectious diseases.
- May be required to lift/move up to 100 pounds

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of local and state laws, rules, and regulations relating to code inspection, as well as the legal procedures related to the enforcement of the codes in assigned areas of responsibility
- Knowledge of appropriate construction, fire or building codes, hazards, methods and techniques
- Knowledge of County permit application processes and practices
- Knowledge of County zoning regulations
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced skill in performing on-site inspections
- Skill in reviewing and analyzing blueprints and/or other technical documents



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- Skill in identifying and recommending soil erosion and sedimentation controls
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Physical ability to perform the job responsibilities such as walking over terrain and digging, as required by job assignment
- Ability to work independently
- Ability to read and interpret diagrams, blueprints, plans and specifications; to apply the applicable code to such plans and recognize deviations from the code and to relate them to the construction process
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently
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