

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

**BUILDING INSPECTOR**

**Supervised By:** Community Development Manager

**Supervises:** None

**FLSA:** Exempt

**Position Summary:**

Under the general supervision of the Community Development Manager and in coordination with the Building Official, inspects new and existing structures for conformity with codes and ordinances. Conducts construction plan reviews and on-site inspections of both commercial and residential properties and determines and recommends corrective actions when appropriate. Works cooperatively with other trade inspectors.

**Essential Duties and Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives proposed construction plans and evaluates for conformance to applicable codes and ordinances.
2. Provides information and feedback to contractors and citizens concerning code requirements. Inspects for code requirements and compliance issues and recommends corrective action as necessary.
3. Travels to construction sites and inspects work and work in progress to assure compliance with approved permits.
4. Assists other staff, including Code Enforcement Officer and Rental Housing Inspector, with building code compliance issues.
5. Prepares and maintains records of permits, inspections, complaints and investigations. Issues permits.
6. Prepares detailed reports on noncompliance cases and may assist in preparing for litigation as needed.
7. Works cooperatively with office staff to assist customers, coordinate inspections, review plans.
8. Works with internal and external groups or entities on various special projects as assigned, including housing grants or other activities.
9. Performs related work as required.

**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 of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An education through a trades program or college or the equivalent in construction and building trades or a related field.
- State of Michigan certification as a Building Inspector and Plan Reviewer.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Thorough knowledge of the principles and practices of plan review and skill in conducting inspections.
- Skill in interpreting, applying and enforcing applicable codes and ordinances.
- Skill in the use of office equipment and technology and the ability to master new technologies, including computers and related software.
- Ability to perform visual reviews of permit applications and blueprints, and physical inspections of construction sites.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, property owners, planners, other governmental agencies and the public.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to handle complex customer issues with tact and diplomacy, including contentious situations.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends about half of their time in the field actively engaged in inspection work which typically involves moderate physical activity and exertion. An employee in this position must regularly visit construction sites with treacherous terrain, fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites.

An employee in this position must have the strength, stamina and physical coordination required to complete physical inspections in every type of weather condition, including extremely adverse

weather conditions, extreme heat and severe cold weather. Inspections occasionally involve entering a confined space, crawling, stooping, climbing or otherwise accessing all areas of the site, and the employee is required to have the vision capabilities needed to complete visual inspections.