

# Charter Township of Ypsilanti

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## ***Chief Building Official***

### **Summary**

This position is appointed to administer and enforce the Michigan building codes representing the Township and performs technical and supervisory work in directing the activities of the Building Department under administrative oversight of the Office of Community Standards (OCS). This position supervises Building Department inspection and plan review staff and supports neighborhood stabilization programs in collaboration with other departments within the OCS. This position engages in plan review, issuance of permits, inspections, interpretation and enforcement of building codes, property maintenance codes and associated codes and ordinances.

### **Supervision Received**

Work performed with considerable independence under the direction of the OCS Director. Exercises independent judgment within overall objectives and priorities established by the OCS Director and the Township Board and held accountable for results.

### **Supervision Exercised**

Directly supervises Act 54 registered inspectors and plan reviewers both employed and contracted by the Township.

### **Responsibilities and Essential Duties**

*An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all of the duties the employee maybe expected to perform).*

1. Administer and enforce the Michigan state building and associated codes as a registered building official appointed to represent the Township.
2. Direct and manage the operations and staff of the Building Department in the review of permit applications, issuance of permits, inspections, and the enforcement of the building codes, property maintenance code and related ordinances.
3. Provide direct supervision and direction to inspectors. Monitor employee performance and conduct annual evaluations of the inspection staff pursuant to the ISO requirements. Initiates training and continuing education according to demonstrated need and/or technical certification requirements. Has the authority to issue counseling and discipline limited to oral and written reprimands and to recommend more severe disciplinary action.
4. Demonstrate leadership skills in defining and effectively communicating building department objectives, township objectives and in creating a working environment that stimulates positive attitudes, problem solving and teamwork.

## ***Chief Building Official (Page #2)***

5. Act as technical advisor to OCS employees in solving difficult assignments and in reviewing the objectives, feasibility, techniques of execution, and resultant findings of their work. Work cooperatively with the OCS Executive Coordinator to provide guidance and feedback to OCS clerical staff in the administration of Building Department processes.
6. Explain, interpret and provide guidance regarding applicable building codes and related ordinances to architects, engineers, contractors, developers, property owners, members of the public and township officials. Provide assistance, respond to requests, and resolve complaints.
7. Review plan submittals, specifications and blueprints for new construction and/or the remodeling of buildings for compliance to building codes and related ordinances. Approves permit applications for construction or remodeling when compliance has been achieved. Approve and issue certificates of occupancy.
8. Demonstrate a cooperative effort with the Planning Director and planning staff to facilitate a seamless transition of development projects from the planning process through construction to completion and issuance of a certificate of occupancy.
9. Coordinate with and provide technical support to the Ordinance Department and its staff to facilitate neighborhood stabilization programs and nuisance abatement services.
10. Coordinate with and provide technical support for housing inspection programs and services administered within the OCS.
11. Coordinate with the Police Services Administrator to support problem-oriented policing initiatives related to nuisance abatement activities and the enforcement of the Property Maintenance Code in neighborhoods and business districts.
12. Coordinate with and support the Fire Marshal with administration and enforcement of applicable fire codes.
13. Coordinate with Township legal counsel to support prosecution of code violations and civil litigation to achieve Township goals and objectives.
14. Prepare and review notices of code violations, letters, reports, and assemble background material to support enforcement activity. Establish and maintain code violation files and track the abatement process using established software programs (BS&A). Prepare material and evidence for the prosecution of code violations and provide testimony in court in such prosecutions as required.
15. Advise the Township Supervisor and other Township Officials on code enforcement matters, which may require the research and preparation of reports on a wide variety of topics, including those of a technical nature.

### **Chief Building Official (Page #3)**

16. Provide staff support to the Construction Board of Appeals. Processes and reviews applications, makes recommendations per ordinance, prepare meeting packets and attend meetings.
17. Assist the OCS Director and OCS Executive Coordinator with preparation and presentation of annual budget requests to the Township Supervisor and Township Board. Monitor departmental expenses and initiate measures to operate within approved budgetary limits.
18. Performs other related work as assigned and required.

#### **Essential Functions, Qualifications and KSA's for Employment**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Graduation from an accredited high school or GED supplemented with advanced course work in building construction, architecture, or engineering preferred.
- Certification/Registration from the State of Michigan Department of Licensing and Regulatory Affairs as a Building Official, Building Inspector and Plan Reviewer with the ability to maintain certifications through attendance at required continuing education courses.
- Certification from the Michigan Department of Environmental Quality as a Soil Erosion Control Inspector preferred.
- Required experience:
  - A minimum of five years construction inspection and/or code enforcement experience required.
  - Ten years management experience inclusive of five years supervisory responsibility of a work group required.
- Skill in the use of computer software including, but not limited to, Microsoft Office applications, the BS&A Permits platform and the ability to conduct research using the Internet.
- Considerable knowledge of the methods, materials and techniques used in modern building design and construction.
- Thorough knowledge, understanding and ability to interpret all state and local building codes, property maintenance code, zoning and related ordinances.
- Thorough knowledge of the principles, practices and procedures of plan review, site inspection, and code enforcement. Skill and ability to read and interpret specifications, blue prints, and drawings.
- Knowledge of municipal government operations including administration and budgeting practices.
- Skill and ability to critically assess situations, solve problems, and work within deadlines and changes in work priorities.
- Ability to maintain confidential working relationships.
- Skill and ability to perform mathematical computations.

### ***Chief Building Official (Page #4)***

- Interpersonal skills to establish and maintain effective working relationships with coworkers and elected officials.
- The ability to communicate effectively with the public and satisfactorily resolve conflicts and service complaints; the ability to maintain tact and diplomacy in dealing with the public.
- Ability to plan, direct, supervise and evaluate the work of subordinate employees.
- Ability to work independently and set daily schedule with minimal direct supervision.  
Ability to work flexible hours to include occasional evenings and weekends if necessary.
- Must possess and maintain a valid driver's license with a good driving record.
- Must have good hearing, clear speech and the ability to perform visual inspections.
- Must have mobility and be able to traverse uneven surfaces to supervise and perform inspections in the field.

Ypsilanti Township  
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