

The Charter Township of Bloomfield, MI Job Description

Classification Title	Building Inspector
Job Code	
FLSA Status	Non-Exempt
Pay Grade	119

GENERAL SUMMARY

Reviews construction plans as they apply to residential and commercial building sites. Conducts site inspections for code compliance required by the adopted Michigan Building Codes and Township Ordinances.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Conducts field inspections for active permits, addressing code violations and approving site inspection in regards to building codes.
- Performs site inspections when complaints or reports of violations are made, including follow-up visits to ensure compliance.
- Completes field inspection reports for permit requirements and electronically enters results and inspection follow-up.
- Writes building code violations for the posting of Stop Work Notices, Stop Work Orders, and safety violations. Assesses jobsite compliance to Michigan Residential Code, Michigan Building Code and Township Ordinances.
- Acts as the public liaison for building code issues and land uses, as they apply to building codes, Township zoning ordinances, and regulations.
- Provides oversight of active building permits, demolition permits, and all other actions requiring related permits.
- Prepares for and attends court hearings when necessary.
- Attends continuing education courses for a State of Michigan Building Inspector/Plan Reviewer.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

The applicant shall have at least one or more of the following qualifications to apply:

- Associate's Degree or 2 Years of College from an accredited college with major course work in Construction, Planning, or a related field
- 5 to 7 years' experience in construction.

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- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Registered Building Inspector/Plan Reviewer (must be registered in the State of Michigan within the first 90 days of employment)

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Current building codes, zoning ordinances, and regulations
- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

Skill in:

- Use of relevant computer software as necessary

Ability to:

- Review and understand blueprints, site plans, and jobsite plans
- Pay attention to detail and remain organized
- Interpret and apply ordinances and regulations
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site			X

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Confined space		X	
Vehicle			X
Warehouse environment		X	
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)		X	

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	11/2/20
Dates revised:	06/22/2022, 07/23/26