

Benton Charter Township

Job Description

Title: Chief Building Official

Department Head

General Summary:

Under the supervision of the Township Superintendent, directs the entire inspection and enforcement processes of the Benton Township Building Department, assuring orderly and safe construction within the community. Supervises staff and participates in the review of building plans and blueprints, field inspections on new and existing buildings, along with the enforcement of various state and local building codes and zoning ordinances. In addition, directs the issuance of various related permits along with the maintenance of related records and preparation of various reports.

Typical Duties:

1. Directs the inspection of new and existing buildings, and rentals, assigning tasks or personally conducting physical inspections at various locations throughout the Township, assuring compliance to various building codes and ordinances.
2. Conducts the review of building plans and blueprints prior to the approval and issuance of permits, assuring compliance with local codes and ordinances, making sure approved products, materials and techniques are used during construction.
3. Oversees the issuance of building permits, certificates of occupancy, contractor licenses and registrations, and the maintenance of records of permits issued and denied, inspections performed, complaints received and their investigations.
4. Coordinates plan reviews and inspections with other departments when concerns are related or joint efforts are needed during Township projects.
5. Supervises Building Department employees, counseling them on various problems and procedures, preparing work schedules and assigning activities, along with selecting, training and when necessary disciplining personnel.
6. Meets with and answers inquiries from citizens, contractors, architects, and others regarding complaints, code and ordinance interpretation, and clarification on department policies, and maintains ongoing contact to coordinate activities.
7. Receives and reviews requests for zoning changes. Presents requests and recommendations for approval or denial to the Planning Board.
8. Assists in drafting or revising codes and ordinances to reflect local situations, and presents changes to Board members and citizens.
9. Performs spot checks on new construction and remodeling work, and substitutes for absent inspectors as necessary.
10. Receives requests for water hookups, analyzes and approves connections, and figures payments. Serves as liaison with water supply system.

11. Prepares correspondence, departmental activity reports, and special reports as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by the Chief Building Official.

Employment Qualifications:

Education: Possession of a high school diploma or its equivalent.

Experience: A minimum of five (5) years of experience in the business of a building official, plan reviewer and inspector. Further the applicant must have a minimum of five (5) years of experience in the building trades including supervisory experience.

The applicant must be able to be registered with the State of Michigan as a building official, plan reviewer and inspector pursuant to the provisions of MSA 5.2949(32) et seq.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job shall be considered.