



CITY OF BERKLEY JOB DESCRIPTION

COMMUNITY DEVELOPMENT BUILDING OFFICIAL

Full Salary Range: \$65,000-\$75,000
Supervised By: Community Development Director
Supervises: No supervisory responsibility
Employment Status: Full-Time; Non-Exempt

Position Summary:

Under the direct supervision of the Community Development Director, the Building Official assists in planning and supervising the construction plan submittal, approval and permit issuance process; provides case management of complex building construction applications; supervises and coordinates the provision of efficient and effective service delivery to customers; performs building inspections and residential plan review and performs related duties as assigned.

Work Schedule:

This position will work a 5-day workweek.

Essential 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. Performs and/or oversees building inspections and technical construction residential plan reviews for projects.
2. Coordinates with the City's contractor for commercial plan review, trade inspections and code enforcement.
3. Assists in the management of the City's building construction application approval process, issuance of permits, plan submittals, plan processing, and fee assessment and payment processing in coordination with the Director of Community Development.
4. Assists in coordinating the building construction application approval process with internal departments and outside agencies including the Department of Public Works, County Health Department, County Soil Erosion, etc.
5. Conducts meetings with builders, architects and their technical staff, residents, property owners, staff as appropriate to promote a common understanding of City ordinances and codes.
6. Provides efficient and effective service delivery to customers; handles difficult and complex customer service situations; identify and recommends opportunities for improving service delivery methods and procedures.

7. Ensures timely processing of plans, permits and applications and performs follow-up phone calls to ensure timelines of response from other departments, the City's consultants and agencies.
8. Provides case management of building construction applications; confers with project owners and design professionals regarding state and local code requirements and obtaining multi-agency application approvals.
9. Monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems and correct deficiencies in coordination with the Community Development Director.
10. Enforces codes and ordinances relating to building, electrical, plumbing, heating, refrigeration and property standards by developing procedures and policy for making inspections to ensure that each of the activities conform to City ordinances and State law.
11. Assists and supervises the City's contracted Code Enforcement Officer in the enforcement of codes and ordinances relating to the use and maintenance of properties including, but not limited to, weeds, housing, building, zoning, refuse and blight.
12. Assists the Community Development Director with reporting of building construction activities to the Mayor, City Council and other applicable agencies.
13. Recommends, develops and implements goals, objectives, policies and procedures, projects future costs and recommends appropriate fee adjustments.
14. Consults with City Attorney and Building Consultants and coordinates activities associated with a wide variety of department concerns and activities.
15. Assists with the preparation of a proposed budget for the Community Development Department with justification to the Mayor, Deputy Mayor and Finance Director, as needed.
16. Monitors computer applications and tracking systems (BS&A, etc.), coordinates improvement and upkeep of information systems, databases, scanning and imaging systems.
17. Develops, updates and maintains information and educational materials (i.e., pamphlets, blogs, etc.) provided to the public at the front counter and online.
18. Attends and participates in professional group meetings; stays abreast of new trends, innovations and laws affecting the building plan submittal and approval process.
19. Composes, types and edits various correspondence, reports, memoranda and other material requiring judgement as to content, accuracy and completeness.
20. Attends public meetings and makes presentations to groups when needed.
21. Mediates due process including, but not limited to, in-person or on-site meetings to resolve disputes.
22. Perform related duties 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:

- A high school diploma or the equivalent, supplemented with technical training in building plan review and inspection, and five years experience, preferably in a building/construction or municipal setting required.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies, preferably with intermediate to advanced computer skills with knowledge of BS&A.
- Able to establish effective work relationships and use good judgment, initiative, and resourcefulness when dealing with the public, business, and community interests, elected officials, other employees, and professional contacts.
- Able to perform research, compile complex data and prepare accurate records and reports.
- Able to effectively communicate and present ideas and concepts orally and in writing.
- Able to solve problems and work effectively under pressure, within deadlines, and changes in work priorities.
- Ability to schedule, coordinate, and track the work assignments of contracted employees.
- Valid State of Michigan Driver's License.
- Must be a Michigan registered code official and building inspector
- ICC review and inspector certifications a plus, multiple trades preferred