

BUILDING INSPECTOR

The City of Wyandotte, an outstanding and historical Downriver Community, is looking for a qualified individual to join the City's Department of Engineering and Building. The goal of the Department is to maintain and improve the City of Wyandotte through enforcement of building codes and ordinances, and a wide variety of municipal and civil engineering projects and experiences. Join a stable, professional, energetic and dedicated staff that has demonstrated the ability to work together to continue to make Wyandotte a great place to work and live.

General Statement of Duties: Perform plan review and inspection services to maintain health and safety through enforcement of applicable codes and ordinances, and assist in the improvement and maintenance of public buildings.

Distinguishing Features of the Class: The Building Inspector is responsible for ensuring that plans, specifications, and buildings in the process of construction, meet all code and ordinance requirements through plan review and site inspections. An employee in this class must regularly exercise technical judgment and discretion based on familiarity with various ordinances and code regulations for which they are responsible for enforcing. Work is supervised by the City Engineer through conferences and review of reports.

Examples of Work: (Illustrative Only)

- Review plans for buildings for compliance with codes and ordinances, coordinate plan reviews with other disciplines prior to issuance of permits, and approve the issuing of building permits;
- Perform field inspections during residential and commercial construction: sewer taps, footings, backfill, framing, brick flashing, insulation, concrete formwork, site grading, and final acceptance for compliance with applicable codes and ordinances;
- Review and approve blueprints and site plans of commercial buildings for egress requirements, barrier free compliance, fire separation, penetrations, and parking requirements. Work closely with the Fire Chief;
- Receive and process applications for Certificate of Occupancy for the use of buildings and/or use of land and review for compliance with the requirements of the Wyandotte Zoning Ordinance;
- Advise builders and homeowners how to mitigate building and housing concerns;
- Perform rental and upon sale inspections;
- Compose inspection reports, document violations, and maintain records utilizing City's computer operating system, BS&A;
- Manage capital improvement projects including design, bidding oversight, and contractor management for public building maintenance and improvement;

- Oversee Community Development Block Grant Housing Rehabilitation projects, including identifying qualifying repairs, verifying income restrictions, preparing work orders and specifications, soliciting quotes, supervising repairs, review and approval of contractor invoices and completing all documentation required.
- Advise developers on zoning and building regulations regarding proposed new projects.

Required Knowledge, Skills and Abilities:

Familiarity with building construction materials and practices; ability to detect structural and other faults and to recommend their correction; experience with enforcing building codes and zoning ordinances; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to maintain effective working relationships with building owners and contractors, often in difficult work situations; good judgment; good physical condition.

Acceptable Experience and Training:

Experience in building construction work as a journeyman or master level craftsman, completion of a standard high school or vocational school course supplemented by additional courses in civil engineering or building code enforcement; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Requirements:

- Registered as Building Inspector/Plan Reviewer with the State of Michigan or ability to become registered within six (6) months.
- Proficient in Microsoft Office (Word and Excel).

Additional Considerations:

- Builders License (Michigan).
- Civil Engineering Degree.
- Architectural Degree.