

JOB POSTING
BUILDING DEPARTMENT
CODE ENFORCEMENT OFFICER

Full-Time, 40 hours per week

\$18.62 - \$21.34 per hour

General Summary

Under the supervision of the Building Official, conducts on-site inspections at various locations throughout the County to ensure full compliance with State and local building codes for new construction, additions, and alterations. Ensures that construction is in conformance with plans and specifications approved by the Building Department and requires that code violations be corrected immediately. Assists contractors and the general public with information regarding construction and code related matters.

Employment Qualifications

Education: High school graduation or equivalent

Experience: Five years in the building trades in a supervisory capacity or five years as an active licensed builder.

Other

Requirements: Registration with the State of Michigan as a Building Inspector and Plan Reviewer according to the State Construction Code Act (Act 54 of the Public Acts of 1986).

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements*

Walks over terrain to inspect construction projects.

Climbs ladders and scaffolding to inspect basements and roofs.

Climbs up and down excavation sites.

Climbs up and down ladders to inspect basements and roofs.

Lifts and moves building materials to inspect construction.

Bends, stoops, and crawls to inspect crawl spaces, attics and other areas being constructed or remodeled.

Working Conditions:

Hours are Monday – Friday, 8:00 a.m. – 4:00 p.m.

Works both in office conditions and outside in all types of weather conditions.

Works in confined spaces.

Exposure to equipment and construction where risk exists of getting cut, bruised or scraped.

Works in areas with loud noise (power tools, construction equipment).

Applications are available online at www.montcalm.org or outside the Controller's Office. They are due in the Montcalm County Controller's Office, 211 W. Main Street, PO Box 368, Stanton, MI 48888, by 4:00 pm on Friday, June 14, 2019. EOE