

**CITY OF ROMULUS**  
Job Description

**JOB TITLE: BUILDING INSPECTOR**

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EXEMPT: No  
SALARY LEVEL: \$23.1254 - \$26.2343 per hour  
DEPARTMENT: Building  
BENEFITS: Fully benefited position

JOB CODE: C18D  
DIVISION: Teamsters  
LOCATION: On Site

Reviewed 4/2/2018  
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**SUMMARY:**

Under the supervision of the Director of Building and Safety, conducts on-site inspections at various locations throughout the City to determine conformity to state and local building codes and ordinances designed to protect the health, safety and welfare of the public. Initiates compliance actions when violations are found, and prepares inspection reports. Examines construction plans and blueprints to understand building methods, checking for compliance to codes and ordinances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conducts on-site inspections of structures under construction and existing buildings to ensure conformity to state and local building codes. Examines materials and methods used, and assures conformance to zoning, energy conservation and accessibility standards.
2. May review or inspect plans, specifications and blueprints of new buildings under construction or the remodeling of existing buildings for compliance to codes and ordinances. Approves permit applications for construction or remodeling when requirements are complied with.
3. Seeks voluntary compliance where standards are not met, advising for corrections, issuing violation notices when necessary and performing reinspection to determine actions taken to bring the structure into compliance with standards.
4. Performs periodic building inspections and investigates complaints involving violations of minimum acceptable construction, health, safety and welfare standards. Prepares inspection reports and records, and performs re-inspections as necessary.

Prepared in compliance with:

Romulus Policies and Procedures Manual  
Americans with Disabilities Act  
Equal Employment Opportunity Act

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5. Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements, construction procedures and offers assistance in making application for permits.
6. Maintains records of permits issued and denied, inspections, complaints and their investigations, and prepares reports and correspondence.
7. Investigates a variety of citizen complaints that come under the jurisdiction of the Building and Safety Department, including alleged violations of zoning, housing, and environmental ordinances.
8. May be required to prepare and issue summonses and testify at appeals regarding code and ordinance violations and complaint cases.
9. Attends various training sessions to keep current in the latest construction and inspection methods, techniques and related codes.
10. May perform the duties of other inspectors as workloads, temporary absences or emergencies dictate.
11. Performs other duties as assigned. May be required to use computers.

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 personnel so classified.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises zero employees in the Building Department.

**EDUCATION and/or EXPERIENCE:**

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

Experience: Knowledge of all current building codes and local ordinances, general construction practices and safety requirements.

A minimum of four years in the construction/building trades, or the equivalent and proof of compliance with the State of Michigan Act 54 registration requirements for both building inspector and plan reviewer, or the ability to obtain provisional registration within six (6) months of hire.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid Michigan vehicle operator's license.

Possession of a Residential Builders License from the State of Michigan.

Proof of compliance with the State of Michigan Act 54 registration requirements for both building inspector and plan reviewer, or the ability to obtain provisional registration within six (6) months of hire.

**OTHER SKILLS and ABILITIES:**

Strong computer skills very helpful.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee

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frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.