

CITY OF ROMULUS
Job Description

JOB TITLE: BUILDING OFFICIAL / DIRECTOR

EXEMPT: "At-Will" Exempt Appointee
SALARY LEVEL: \$80,000.00 (Annual)
DEPARTMENT: Building / Planning
BENEFITS: Fully benefitted position

JOB CODE: B19D
DIVISION: NON-UNION

APPROVED BY: Mayor

DATE: MAY 2, 2022

SUMMARY:

Under the general direction of the Mayor, plans, directs and supervises the inspection of newly constructed or renovated buildings and the enforcement of City building, plumbing, electrical, housing, zoning and other codes that provide for the safe construction and utilization of buildings within the community. Serves as building official, reviewing building plans for conformance with codes and ordinances, approving issuance of permits, and directing legal actions against non-complying property owners. Has the responsibility of managing four major areas which fall under the Building Department's jurisdiction: (1) Planning Commission; (2) Zoning Board of Appeals; (3) Construction Board of Appeals; and (4) Building, Safety and Engineering.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs the inspection of new and existing buildings, assigning tasks or personally conducting inspections at various locations throughout the City, assuring compliance to various building codes and zoning ordinances.
2. Reviews building plans and blueprints prior to the approval and issuance of building permits, assuring compliance with local codes and ordinances, making sure that approved products, materials and techniques are used during construction.
3. Approves and oversees the issuance of building permits, certificates of occupancy, contractor licenses and registrations.
4. Supervises inspection personnel by making job assignments, monitoring performance, providing

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technical advice and counseling and disciplining employees as necessary.

5. Sets inspection schedules and priorities, and oversees completion of projects.
6. Answers inquiries from property owners, tenants, contractors, architects and others regarding code and ordinance interpretation, clarification of departmental policies and procedures, violations, complaints, and general information.
7. Acts as City zoning administrator, receiving and processing rezoning requests, complaints of zoning violations and other zoning matters. Coordinates activities of the Zoning Board of Appeals.
8. Prepares revisions and amendments to inspection codes and ordinances.
9. Attends various meetings, seminars, workshops and conferences to keep current on the latest methods and techniques in building trades, housing and code inspection and enforcement.
10. Performs various administrative tasks such as preparing the departmental budget along with policies and procedures.
11. Appears in court to present testimony regarding code and ordinance violations and complaint cases.
12. Performs the duties of lower level personnel as workloads, temporary absences and emergencies dictate.
13. Works closely with engineers and architects and processing prints to conform to all requirements.
14. Performs other duties as assigned.

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 five to ten employees in the Building / Planning Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily either with or without a reasonable accommodation. The requirements listed below are representative of the

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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or equivalent.

Experience: A minimum of five years of building inspection, construction and code enforcement experience, or the equivalent. Twelve month break-in period.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Michigan vehicle operator's license.
Must possess or be able to obtain a State of Michigan Act 54 Code Official Registration (or equivalent)

OTHER SKILLS and ABILITIES:

Strong computer skills is helpful.

PHYSICAL DEMANDS:

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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 use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, sit, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 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.

The noise level in the work environment is usually moderate.

COMMENTS:

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

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