

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
BUILDING CODE INSPECTOR

JOB DESCRIPTION

Employees in this job perform inspections to ensure that new construction and alterations in private and public buildings are in compliance with established codes, laws, and regulations.

Position Code Title - Building Code Inspector-E

Building Code Inspector E11

This is the experienced level. The employee performs a full range of building code inspection assignments and exercises considerable independent judgment in making decisions requiring the interpretation of laws, administrative rules, and state codes in specific situations.

Position Code Title - Building Code Inspector-A

Building Code Inspector 12

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Building Code Inspectors and performing experienced level Building Code Inspector assignments; or as a senior worker performing the most complex assignments.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Inspects new construction, installations, and alterations of private and public buildings to ensure that codes, laws, and administrative rules and regulations are met.

Reviews proposed construction plans, specifications, and permits to determine compliance with applicable laws, regulations, and codes.

Explains building codes, laws, and regulations to architects, engineers, property owners, and contractors.

Issues written notices of code violations requiring corrective action.

Gathers evidence and prepares reports on reported and observed code violations.

Testifies at hearings or court cases related to violations of codes, laws, or regulations.

Assists local municipalities in the administration and enforcement of the building code upon request.

Represents the division at related meetings, seminars, and conferences.

Prepares and maintains reports, files, and written correspondence.

Performs related work and other tasks as assigned.

Additional Job Duties

Building Code Inspector 12 (Lead Worker)

Determines work priorities, assigns work, and oversees the work of lower-level Building Code Inspectors.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Building Code Inspector 12 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the state building code and related laws and regulations.

Knowledge of the standard practices, principles, processes, tools, equipment, and materials of the building construction trades.

Knowledge of the inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of investigative techniques and methods.

Knowledge of code enforcement techniques.

Ability to read, interpret, and apply codes, laws, rules, and regulations related to the work.

Ability to read and interpret construction plans and specifications.

Ability to critically observe new construction and alterations, obtain accurate data, and prepare reports.

Ability to communicate effectively.

Ability to establish and maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Building Code Inspector 12 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Building Code Inspector 12 (Senior Worker)

Ability to perform the most complex Building Code Inspector assignments.

Working Conditions

The job requires considerable travel.

Some jobs require an employee to be exposed to inclement weather conditions, work site hazards including noise, odor, dust, dirt, dampness, and noxious chemicals, fumes, and materials.

Physical Requirements

The job duties require an employee to bend, reach, crawl, stoop, stand, and walk for extended periods

The job duties require an employee to climb ladders.

The job duties may require an employee to traverse rough terrain.

Education

Education typically acquired through completion of high school.

Experience

Building Code Inspector E11

Six years of experience in general building construction as a contractor, skilled trades worker, a person in charge of structural construction, or a combination thereof, including two years of experience as a journey-level, structural, construction, skilled trades worker (such as a carpenter, bricklayer/mason, structural steel worker, etc.).

Building Code Inspector 12

Seven years of experience in general building construction as a contractor, skilled trades worker, a person in charge of structural construction, or a combination thereof, including two years of experience as a journey-level, structural, construction, skilled trades worker (such as a carpenter, bricklayer/mason, structural steel worker, etc.), including one year equivalent to a Building Code Inspector E11.

Alternate Education and Experience

Building Code Inspector E11

Possession of a license as an architect or professional engineer issued by the State of Michigan may be substituted for the education and experience requirements.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Upon appointment, individuals must meet the requirements of Act 407 of 2016 and become registered as a building inspector and plan reviewer.

Possession of a driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BLDCODISP

Job Code Description

BUILDING CODE INSPECTOR

Position Title

Building Code Inspector-E

Building Code Inspector-A

Position Code

BLCDISPE

BLCDISPA

Pay Schedule

A02-040

A02-041

JZ

06/09/2024