

## **BUILDING INSPECTOR / ZONING ORDINANCE OFFICER**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Receives building permit applications, reviews, checks and examines construction plans, specifications and drawings to determine building code, site plan, and related ordinance compliance with State and local codes; issues building permits, maintains appropriate building permit records.
2. Oversees investigations of ordinance violation complaints and institutes action to prosecute violators of building codes and zoning ordinances; represents the Township in legal matters regarding Building and zoning regulation issues.
3. Participates in building inspections and issues violation notices if needed to violators; conducts occupancy inspections on both new and existing buildings, and issues permits accordingly.
4. Provides information and counsel on building code requirements to residents, builders, architects, engineers, attorneys, and Township Board of Trustees.
5. Attends seminars and other continuing education classes as required by the State of Michigan for maintaining required certification as Building Inspector, maintains ongoing awareness of construction trends / new materials through trade journals and attending seminars and trade conferences.
6. Performs other duties and special projects as requested.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. High school completion plus minimum 4 years of relevant experience in building construction as a licensed builder. Must be able to get Act 407 Registration within 6 months. Plan Review and Building Inspector level designation by the State required; comprehensive knowledge of building code enforcement principles and practices required.
2. Communication and interpersonal skills to deal effectively with Township office staff at all levels, property owners, State and local government representatives, builders, contractors, and general public.
3. Ability to independently plan, organize, and schedule work; ability to concentrate and pay close attention to details.
4. Valid driver's license and ability to travel regularly throughout the Township; ability to climb, walk and stoop while visiting building inspection sites during all seasons and all weather conditions; occasionally may require lifting boxes of materials, office supplies, files, records and equipment weighing minimum of 40 pounds to waist high level; also requires manual dexterity to operate computer and other office equipment. Knowledge of BS&A software a plus.
5. The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

## **ASSISTANT ASSESSOR**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Visits and inspects each property and records details to determine structure type, class and condition. Identifies land improvements.
2. Measures structures and land improvements for comparison to current record card using various types of measuring instruments.
3. Prepares assessment roll to show increase or decrease in assessments because of new construction, demolition, fire damage, or property exemptions.
4. Assists in preparation of annual reports.
5. Utilize Apex drawing software to convert hand drawn sketches and photos and determine size. Assist in maintaining department records both digital and hardcopy.
6. Performs other duties and special projects as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. High school diploma or equivalent. Ability to make calculations of land areas and the floor areas of structures, ability to interpret and explain assessment practices and regulations to taxpayers.
2. Ability to independently plan, organize, and schedule work; ability to concentrate and pay close attention to details.
3. Valid driver's license and ability to travel regularly throughout the Township; ability to climb, walk and stoop while visiting property s during all seasons and all weather conditions; occasionally may require lifting boxes of materials, office supplies, files, records and equipment weighing minimum of 40 pounds to waist high level; also requires manual dexterity to operate computer and other office equipment. Knowledge of BS&A software a plus.