

## CASCADE CHARTER TOWNSHIP

### POSITION DESCRIPTION

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**Title:** Building Inspector/Plan Reviewer  
**Department:** Building Inspections  
**Reports to:** Director of Building Inspections  
**Position(s) Supervised:** None  
**Employment Status:** Full-Time; Exempt (FT)  
**Pay Grade:** 11

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

The Building Inspector/Plan Reviewer shall review applications and plans and inspect building construction throughout the Township's jurisdiction for code compliance.

#### **ESSENTIAL FUNCTIONS:**

1. Examine plans and specifications for new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes.
2. Maintain records of inspections and plan reviews.
3. Inspect commercial and residential buildings during various stages of construction to ensure compliance with applicable construction codes.
4. Communicate clearly and effectively when responding to citizens and contractor's building code question.
5. Attend and participate in meetings; become aware of new industry trends and innovations, including construction code changes.
6. Ability to work well with other inspectors and accomplish department goals.
7. Thorough understanding of commercial and residential building construction.

#### **BASIC FUNCTIONS:**

1. General understanding of construction practices.
2. Familiar with State laws governing construction, and an understanding of building codes and inspection functions.
3. Good telephone and communication skills.

4. Good computer skills including Microsoft Office and BSA.net
5. Must be organized and efficient with ability to handle complex tasks.

**MINIMUM EDUCATION & BACKGROUND:**

- High School Diploma (minimum 18 years of age)
- State of Michigan Registration as a code official or ability to acquire registration
- A valid Michigan driver's license.

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- Some exposure to noise, weather conditions, heavy machinery and hazardous materials.

**MINIMUM PHYSICAL EXPECTATIONS:**

- The ability to climb, walk, stoop while making inspections during all seasons and all weather conditions.
- Occasionally may require lifting boxes of material, office supplies, files, records and equipment weighing a maximum of 50 pounds to waist-high levels.
- Manual dexterity to operate computer and office equipment.
- Position requires the ability to operate a motor vehicle

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
Position Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.*