

# CASCADE CHARTER TOWNSHIP

## POSITION DESCRIPTION

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**Title:** Building Official  
**Department:** Building Inspections  
**Reports to:** Director  
**Position(s) Supervised:** All building dept staff  
**Employment Status:** Full-Time; Exempt (FT)  
**Pay Grade:** 13

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

The Building Official is responsible for overseeing the day-to-day operations of the building inspections department and ensuring compliance with all building, electrical, mechanical and plumbing codes.

### **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. Interpret building codes and adopt policies for consistent enforcement throughout the department.
7. Work with citizens and contractors to resolve their disputes or complaints.
8. Develop and implement policies and procedures with approval of the Director.
9. Provide supervision and training to all building department and staff and operations..
10. Other assignments as directed.

**BASIC FUNCTIONS:**

1. Thorough understanding of construction codes and practices.
2. Expert knowledge with State laws governing construction.
3. Strong leadership and supervisory skills.
4. Good computer skills including Microsoft Office and BSA
5. Must be organized and efficient with ability to handle complex tasks.

**MINIMUM EDUCATION & BACKGROUND:**

- High School Diploma (minimum 18 years of age).
- Minimum five (5) years of inspection or code enforcement and three (3) years of supervisory experience.
- State of Michigan Registration as a building official, building inspector and plan reviewer
- 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.*