

Ordinance Officer/Building Inspector
Full-Time Position
Pay Grade 6

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

An employee in this classification works under the direction of the Building Official. This employee works as an Ordinance Officer / Building Inspector in the Planning and Building Department, and performs the following functions: (1) Periodically patrols for, inspects, and monitors violations of the City's Code of Ordinances, taking legal action when necessary to enforce the requirements; (2) Enforces the Rental/Vacant Property Ordinance; and (3) Enforces the Building Code under Public Act 230 of the State Construction Code.

ILLUSTRATIVE EXAMPLES OF WORK:

- Periodically patrols or inspects assigned areas to monitor for violations of local ordinances.
- Responds to complaints of potential code violations relating to signage, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.
- Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.
- Provides information to persons who request information or assistance in code enforcement related matters.
- Maintains a variety of logs and records related to inspection and enforcement activities; Prepares recommendations for amendments and additions to codes or regulations which relate to the position.
- Coordinates efforts with the Public Safety, Planning and Building, and other city departments, the prosecuting attorney, and other staff or agencies, as needed.
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.
- Reviews plans submitted by contractors to ascertain that requirements are being met.
- Performs both rough and final inspections.
- Ensures code compliance on homes, multiple dwellings, commercial, and other buildings.
- Sees that necessary permits have been secured for all construction, alteration, repair or removal work.
- Performs related duties as assigned by the Building Official or Assistant City Manager.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION:

An applicant must:

- Have code enforcement experience preferred, preferably in local government, or an equivalent combination of education and experience.
- Be a Public Act 407 Registered Building Inspector with the State of Michigan.
- Have a high school diploma or a valid equivalency certificate.

- Have the ability to interact professionally with the public.
- Be a citizen of the United States or a resident alien with the right to work in the United States.
- Possess and maintain a valid driver's license and have an acceptable driving record.
- Be computer proficient, with knowledge of Microsoft Office, prior knowledge of BS&A equalizer permit module is a plus.

KNOWLEDGE SKILLS AND ABILITIES:

Working knowledge of:

- Code enforcement principles, practices, and methods as applicable to a municipal setting.
- Applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Inspection techniques.
- Building code enforcement principles and practices

Be a Public Act 407 Registered Building Inspector with the State of Michigan

An ability to:

- Prepare, organize and maintain inspection field data, reports and systems.
- Analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner.
- Produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
- Follow verbal and written instructions.
- Handle stressful situations and effectively deal with difficult or angry people.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 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.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

To apply for this position, please submit a cover letter, resume and a completed City of Farmington employment application to: Meaghan Bachman, 23600 Liberty Street, Farmington, MI 48335, or email to mbachman@farmgov.com. **Position is open until filled.**

The employment application can be found by visiting the following link:

[City of Farmington \(farmgov.com\)](http://City of Farmington (farmgov.com))