

CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: CITY BUILDING OFFICIAL

Job Number: 403230

Date Finalized: 8/18/2017

Service Area: Community Services Service Unit: Building and Rental Services	Accountable To: Building and Rental Services Manager
Mission Statement The City of Ann Arbor's Mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary Directs, plans, organizes and coordinates the activities relative to the construction code enforcement, construction inspection and plan review within Building and Rental Services. The City's Building Official performs a variety of administrative, supervisory and technical activities related to the interpretation, administration and enforcement of building, electrical, plumbing and mechanical codes, as well as city ordinances, state and federal laws.	
Duties Incumbent performs under the general supervision of the Building and Rental Services Manager, working with the CSA Team and other City service areas, is responsible for the following duties: <u>Essential Duties</u> <ul style="list-style-type: none">• Oversees and performs construction code enforcement. Resolves construction code compliance and permit issuance problems• Oversees Plan Review completion• Acts as technical advisor to other service units, employees and the public on construction code issues• Responds to questions about code requirements and provides interpretation of construction codes and code violations• Solves/mediates problems among property owners, design professionals and the City in matters relating to the plan review process• Maintains detailed and accurate operational and employee records• Applies policies, procedures, rules and regulations appropriately• Provides appropriate staff resources for Building Board of Appeals• Resolves interpretation issues related to inspections of buildings under construction and existing buildings for compliance with applicable construction codes• Ensures compliance with construction code laws and ordinances by staff• Develops and implements City systems and processes to improve and streamline construction services provided by the City• Supervises and directs inspection activities on construction projects• Ensures all city requirements are met and construction permits are completed and approved prior to issuance of temporary or final Certificate of Occupancy	

- Responds to emergencies, including after-hours responses to emergency contacts from various City service areas
- Responsible for authorizing violation tickets, condemnations, and vacate orders and is responsible for issuance of stop work orders in accordance with applicable codes
- Provides professional testimony in legal matters when necessary

Related Work

Assists the Building and Rental Services Manager and CSA Administrator with the following:

- Implementation of City and Service area policies
- Hiring, supervision, training, discipline, evaluation and development of employees
- Information requests and complaints are handled in timely manner
- Conducting investigations, completing written reports on findings and providing recommendations for actions
- Performance of technical and administrative activities, but retains responsibility for results obtained
- Resolving conflicts that surface during the construction inspection program process
- Responding to Administrative and City Council requests in a timely manner
- Analyzing and compiling technical and statistical information and preparing technical reports
- Continuous effort to improve operations, decrease turnaround times, and provide quality customer service
- Providing effective and timely staff communications
- Assigning vehicles and city equipment and ensuring vehicles and city equipment are properly equipped and maintained for staff
- Preparing informational handouts to assist the public in understanding construction codes and regulations
- Budget and ongoing management of annual budget for unit
- Proper tracking and analysis of unit performance
- Providing staff representation to local construction-related associations
- Reviewing, adjusting, and seeking council approval and proper implementation of fees for construction code services
- Performs other duties as assigned

Knowledge of:

- Construction Code and Housing Ordinances applicable to commercial and residential construction and associated rules, regulations, and standards including pertinent federal, state and county laws and regulations
- State Building, Plumbing, Mechanical and Electrical Codes and related laws, ordinances and standards, principles and practices of state-of-the-art design, engineering and construction techniques and related scheduling and permitting sequences involved in building development projects
- Experience and knowledge of Plan Review standards
- Best practices of personnel management and supervision

- Outstanding customer service principles and practices
- Best practices of accounting, budget management, organization management and analysis of data
- Computers and software applications used in business settings (e.g. word processing, spreadsheets), including workflow management software systems
- Telephone and/or call center systems

Skills and Ability to:

- Effectively review construction documents for compliance with relevant codes and identify any compliance issues, and provide effective communication to builders and owners regarding such issues
- Provide leadership for hiring, supervision, training, discipline, evaluation and development of employees
- Inspect construction activity in progress and determine compliance with relevant codes
- Understand, correctly interpret and effectively communicate with others concerning building codes, construction plans and specifications
- Objectively interpret and consistently apply code requirements and related standards in accordance with City policies
- Read and interpret zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints and engineering plans
- Provide effective customer service for internal and external customers
- Answer technical and complex questions involving code interpretation and provide effective written responses
- Analyze complex situations, develop alternative solutions and make recommendations
- Organize people, information and materials
- Provide both oral and written communication that is easily understood and direct in its content
- Critically analyze operations, and collaboratively design and institute improvements without disruption of existing operations
- Establish and maintain effective, respectful, and productive working relationships
- Negotiate effective and appropriate solutions to difficult conflicts
- Listen effectively
- Set appropriate priorities while coordinating multiple projects and meeting critical deadlines

Equipment

Computer, Microsoft Office applications, workflow Building and Rental Services software and miscellaneous office equipment and a motor vehicle.

Training and Experience

Required:

- High School Diploma or GED
- Experience required to immediately qualify as a Building Official and a Plan Reviewer under Act No. 54 of the Public Acts of 1986 of the State of Michigan
- Experience in construction administration, including inspections and construction code enforcement: at least four years

Preferred:

- Bachelor's degree preferred (in Construction, Construction Management, Architecture or related field
Licensed Architect or Engineer under the provisions of Act No. 299 of the Public Acts of 1980 of the State of Michigan
- Experience supervising others including unionized employees
- Experience in commercial construction

Licensing Requirements

- Valid Michigan driver's license
- Must register with the State of Michigan within 30 days of employment and have registration immediately approved, or be currently registered with the State as a Building Official and as a Plan Reviewer or Building Inspector
- Must retain registration with the State as a Building Official and as either a Plan Reviewer or Building Inspector throughout employment with City

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Reaching, lifting, pushing, pulling, grasping, climbing, standing, walking, driving, talking, hearing, seeing and repetitive motions.

Ability to safely maneuver in and around construction sites, scaffolding, bracing or other unfinished construction elements. The incumbent may be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces.

Ability to safely operate a motor vehicle as incumbent will be subject to local travel. While in the office, the ability to move and lift objects up to 20 pounds such as mail, supplies and files and the ability to remain in a sitting position for extended periods of time. Ability to operate office equipment requiring continuous or repetitive hand/arm movements.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Description Prepared By:

S. Sell, S. Bahl/ Reviewed by N.Niemala, A.Walicki 5/5/2015

Revised 6/2016- Legal Review- NN/ HR Review- SS, AW/ Service Unit Name Change
8/18/2017