



CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

Development Services Inspector

Job Code: 110534/44/54	
Service Area: Community Services	
Service Unit: Building & Rental Services	
Salary Grade (Non-Union): N/A	Pay Scale (Union): AFSCME 28, 31, 33 CP: Yes
Exemption Status: Non-Exempt	
Accountable To: Building & Rental Services Manager	
Union/Non-Union: Union	
Union Name: AFSCME	
Essential Driver: Yes	
Responsible for supervising the following positions: N/A	
Description Prepared By Inspection Design Team / HR (RMM) – April 2005 / 2nd Revision 4/27/05 / 3 rd Revision 6/15/05 / Finalized 7/26/05 / “Accountable To” change 9/29/10; Revised 7/27/15, L. Turner-Tolbert and M. Howell 8/12/2020 HR Review – SS, AW /Union Approved by Curt Morris 8/13/2015/Service Unit Name Change 8/18/2017/Union Reviewed by Curt Morris 9/18/2017; SS, SR, AW 8/12/2020; Union Approved by Robert Sloan 8/12/2020; Legal Review – MR 8/13/2020 Requirements updated by L. Turner-Tolbert/HR Review- AW, SS; Union Approved by Robert Sloan 10/15/2020 Requirements updated by L. Turner-Tolbert 11/12/2020; HR Review-AW, SS; Updated by L. Turner-Tolbert and A. Hwang 7/2024; Union Approved by Robert Sloan 11/24/2020, 8/12/2024	

Date Job Description Finalized:
8/12/2024

Role Summary

Performs inspections and plan reviews of residential and commercial improvements, repairs and construction, construction sites and rental housing for determining compliance with requirements of the applicable codes, ordinances, standards and regulations.

Duties

Duties are performed under the direct supervision of the Building & Rental Services Manager or designee and may include the following:

Essential Duties

- Performs inspections of existing building structures with consideration of, electrical systems, plumbing and mechanical systems (as required by the discipline)
- Perform plan reviews for residential and commercial construction projects.
- Works independently with limited supervision.
- Inspects all existing rental properties and congregate residential facilities for compliance with the City's housing code and associated ordinances and standards. (As required by the discipline)
- Conducts code enforcement within technical discipline(s).
- Prepares documentation and manages data related to inspection and enforcement activities.
- Coordinates and conducts investigations of complaints and enforcement of ordinances.
- Interprets and explains City codes and regulations.

Related Work

- Examines plans and specifications to determine compliance with applicable codes, ordinances, standards and regulations; coordinates complex enforcement and compliance activities.
- May assist management and may provide recommendations for the City's Housing Board of Appeals.
- Completes administrative tasks and coordinates schedules with administrative assistants.
- Provides input and interaction with the inspection team.
- Provides technical demonstration of work and performs other duties as assigned

Knowledge of: (position requirements at entry)

- Pertinent federal, state, county and city laws, codes, ordinances, standards and regulations related to commercial and residential construction
- Review and compliance procedures
- Complaint investigation and appeals and associated legal procedures
- Construction practices, techniques, plans and specifications
- Construction code and housing ordinances applicable to residential and commercial construction and associated rules, regulations and standards
- Pertinent federal, state, county and city laws, codes, ordinances, standards and regulations related to zoning, flood plains, and historical district requirements
- Materials and methods used in structural, plumbing, mechanical and electrical systems for residential and commercial construction

- Principles and practices of property maintenance code, including care, repair, restoration and replacement of various building systems
- Principles and practices of team facilitation, coaching and employee development, performance management and communication and customer relations
- Computers and software applications used in business settings

Skills and Ability to:(position requirements at entry)

- Understand, review and objectively interpret applicable codes, construction plans, specifications and related terminology
- Consistently apply code requirements and related standards in accordance with City policies
- Effectively deescalate difficult interactions with customers and apply high standards of customer service
- Summarize data and information and produce required reports according to a specified standard
- Ability to demonstrate problem solving skills
- Coordinate tasks for Development Services work as assigned by the supervisor
- Ability to complete administrative tasks and coordinate with Administrative Assistants
- Provide effective technical demonstration of work and guidance to the work of other team members at the direction of the supervisor
- Effectively communicate team needs and the status of work being performed to the supervisor using concise and accurate information, both orally and in writing
- Maintain non-partisan and respectful working relationships with diverse groups and with fellow employees both internal and external
- Listen to understand the intended meaning of the message
- Effective use of computers and related software applications

Equipment

City issued electronic devices, specified documentation and tracking system, cell phones and field communication equipment, testing instruments, measurement devices used in the course of inspections, field technology for inspection documentation, appropriate personal protective equipment and motor vehicle.

Education, Training and Experience (position requirements at entry)

Required:

- High School Diploma or GED Equivalent
- Four (4) years documented construction experience or two (2) years performance of code inspections or (2) years plan review experience
- Must complete CEU's for maintenance of Licenses and Certifications
- Act 407 (formerly Act 54) registration or (within 30 days of hire, must make application for ACT 407 registration to the State of Michigan)

Preferred:

- Two (2) years property maintenance code experience
- Two (2) years architectural experience

Licensing Requirements (position requirements at entry)

- AACE or ICC Housing certification (within 6 months) & 4 years of documented construction experience (As required by discipline)
- Specific requirements for each discipline must be met. Requirements can be found at: <https://ars.apps.lara.state.mi.us/AdminCode/DeptBureauAdminCode?Department=Licensing%20and%20Regulatory%20Affairs&Bureau=Bureau%20of%20Construction%20Codes>
- Valid Driver's License

Note: Specific technical discipline may be specified by management for each posting

Physical Requirements

The physical ability to climb/balance: climb stairs, ladders, inclines, uneven surfaces where balance is required; drive, stoop, bend, kneel and crouch; stand and walk for extensive periods of time; reach, push, pull, lift, grasp, feel, hear, see, talk and perform repetitive motions.

The ability to safely operate a motor vehicle.

The ability to safely maneuver in and around construction sites. The ability to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work areas. Work requires the ability to stand and walk for extended periods of time. The work may occasionally require the ability to move and lift objects weighing up to 20 pounds such as files, supplies, mail and equipment.

The physical demands described here are representative of those that may 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.