

Building Inspector – Planning, Development, and Zoning Department

Your career begins here. Full-time Building Inspector for Planning, Development, and Zoning Department. High school graduate or equivalent, minimum age 18, Associates Degree in related field preferred or equivalent experience, minimum 4 years in building trades. Registered by Michigan Department of Consumer and Industry Services, Bureau of Construction Codes as a Building Inspector and Plan Reviewer is required within one year of hire. Computer experience, exceptional customer service skills required. Must be a team player and committed to the community.

Health Insurance with City HSA Contributions

Dental Insurance, Vision Insurance

Life Insurance, Long-Term Disability, Deferred Compensation

Defined Contribution,

Vacation Pay, Sick Leave, Personal Days, Holiday Pay,

Salary Based on Experience and/or Education

Employment application required and can be obtained online at www.alpena.mi.us or at Alpena City Hall. Application process remains open until position is filled. EEO Employer.

To apply, complete the attached application and return it to Kathyh@alpena.mi.us or to City of Alpena, Human Resources Director Kathy Himes, 208 N. First Avenue, Alpena, MI 49707

CITY OF ALPENA

JOB DESCRIPTION

JOB TITLE: BUILDING INSPECTOR

FLSA: EXEMPT

SUPERVISED BY: PLANNING, DEVELOPMENT & ZONING DIRECTOR (PDZ)

GENERAL SUMMARY

Under the supervision of the PDZ Director, issues building permits, conducts on-site inspections at locations throughout the City to determine conformity to state and local building codes and ordinances designed to protect the health, safety, and welfare of the public. Shall be the primary inspector for the Residential Rental Inspection Program. Contacts rental property owners and local agents to coordinate inspections. Initiates compliance actions when violations are found and prepares inspection reports. Assists with compliance and certificates of occupancy. Is directly responsible for code enforcement. Examines construction plans and blueprints to determine building methods, checking for compliance to codes and ordinances. Coordinates inspection activities with other City departments and boards, and cooperates with other agencies in the enforcement of applicable regulations. The ability to work with contractors and the general public in resolving building and general code enforcement problems is a high priority.

TYPICAL DUTIES

1. Conducts on-site inspections of structures under construction and existing buildings to ensure conformity to state and local building codes. Conducts on-site inspections to ensure compliance with residential rental codes. Examines materials and methods used, and assures compliance to zoning, energy conservation, and accessibility standards.
2. Reviews or inspects plans, specifications, and blueprints of new buildings under construction or the remodeling of existing buildings for compliance to codes and ordinances. PDZ Director with specifications and inspections of projects under the City program. Approves permit applications for construction or remodeling when requirements are met.
3. Works with/or under direction of PDZ Director or City Attorney in enforcement of appropriate building and housing codes. Seeks compliance where standards are not met, recommending corrections, issuing violation notices when necessary, and performing re-inspections to determine that appropriate actions have been taken to bring the structure into compliance with standards.
4. Performs building and housing inspections and investigates complaints involving violations of minimum acceptable construction, health, safety, and welfare standards. Prepares inspection reports and records, and performs re-inspections as necessary.

5. Provides information and advice to owners, contractors, developers, engineers, and architects regarding building code requirements and construction procedures.
6. Assists the department staff to maintain records of inspections, complaints and their investigations, and prepares reports and correspondence.
7. Prepares and issues summonses as required and testifies at appeals in code and ordinance violations and complaint cases.
8. Interfaces with other city and state agencies to coordinate inspection activities and exchange relevant data.
9. Performs other duties as required or assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge, skills, abilities, and minimum qualifications necessary to perform the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Possession of an Associate Degree, or the equivalent, with technical course work related to the building trades, (e.g., electrical wiring, plumbing, carpentry, etc.) is preferred.
- A minimum of four years in the building trades, inspection, construction, and code enforcement and plan review, or the equivalent, is required.
- Registration by the Michigan Department of Consumer and Industry Services, Bureau of Construction Codes as a Building Inspector and Plan Reviewer is required within one year of being hired. Michigan Driver's License with excellent driving record.
- Strong customer service skills to maintain good working relationships with citizens, community groups, City employees, and others. Possesses tact, decision-making ability, sound judgment, initiative, resourcefulness, integrity, and dependability.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
- Ability to respond to emergencies 24 hours a day and to work during non-business hours as needed.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; talk or hear; and drive a vehicle. The employee frequently is required to sit and travel to other locations. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move moderate weight items and occasionally lift and/or move heavy items. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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 duties.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electric shock. The noise level in the work environment is usually moderate, and can be loud or very loud.

This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.



City of Alpena

APPLICATION FOR EMPLOYMENT

CITY HALL

208 NORTH FIRST AVENUE

ALPENA, MICHIGAN 49707-2885

Phone (989) 354-1700

Fax (989) 354-1709

www.alpena.mi.us

To the Applicant: We appreciate your interest in our City and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or handicap, height, weight, Genetics (GINA) or any other protected status.

PERSONAL

Name _____ Date of Application _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip Code)

Social Security No. _____ Telephone No. _____

Are you 18 years or older? Yes No Are you a U.S. citizen? Yes No

Are you authorized to work in the United States? Yes No

Have you been previously employed here? Yes No If yes, date(s) _____

Supervisor Name(s) _____

Have you filed an application before? Yes No If yes, date(s) _____

List any friends or relatives working here _____

What method of transportation will you use to come to work? _____

EMPLOYMENT DESIRED: Position(s) applied for _____

Kind of work sought: Full Time Part Time Other _____

If part-time, specify hours and days desired _____

Do you have any special training, skills, qualifications, or other experiences that relate to the position(s) applied for?

Salary desired _____ Date available to start work _____
(be as specific as possible)

Are you related to the Mayor, Council persons, City Manager, or their spouses? Yes No

If yes, explain relationship: _____

Employers must make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.
Under Michigan law only, disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's right under the Americans with Disabilities Act. Failure to properly notify the City may preclude any claim that the employer failed to accommodate the disabled individual.

EMPLOYMENT EXPERIENCE (List current or most recent job first)

1

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code		
Job Title		
Supervisor Name	Reason for Leaving	

2

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code		
Job Title		
Supervisor Name	Reason for Leaving	

3

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code		
Job Title		
Supervisor Name	Reason for Leaving	

4

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number		
Job Title		
Supervisor Name	Reason for Leaving	

5

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number		
Job Title		
Supervisor Name	Reason for Leaving	

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	Name/Location	Years Completed	Diploma Degree	Course of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

List any other educational training _____

REFERENCES: (Do not include relatives or former employers)

	NAME	ADDRESS (Street Address, City, State, Zip)	PHONE NUMBER	YEARS ACQUAINTED
1			()	
2			()	
3			()	

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes No

If yes, what branch? _____ Rank at discharge _____ Date of discharge _____

Are you in the reserves? Yes No If yes, date obligation ends _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a crime? Yes No If yes, where, when, and nature of offense _____

Do you have a valid driver's license Yes No License No. _____ (Required) _____ (State)

List professional, trade, business, or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, handicap, marital or veteran status, height, weight, or age.

State any additional information that you feel may be helpful to us in considering your application. _____

Name, address, and telephone number of the person to be notified in the event of accident or emergency. _____

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment, education, criminal history, medical history (post-offer only), or credit history with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the City Manager of Alpena. I agree that I shall be bound by the other rules, policies, regulations, and terms and conditions of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager or his designated representatives. I hereby authorize the City to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to, the City during the course of my employment.

I agree that any action or suit against the City, its agents or employees, arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the City, in which the City prevails, I will pay to the City any and all such costs incurred by the City in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer physical (if such physical is required) are known.

Signature

Date