



CITY OF LIVONIA
invites applications for the position of:
Building Inspector

An Equal Opportunity Employer

SALARY: \$62,587.20 Annually

OPENING DATE: 11/09/21

CLOSING DATE: 11/24/21 11:59 PM

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

An employee in this classification works under the direction of a Supervisor as assigned and/or the Assistant Director or Director of Inspection.

ILLUSTRATIVE EXAMPLES OF WORK:

This employee examines commercial, industrial and residential building plans for compliance with building codes; inspects new construction work in progress for compliance with codes. Inspects existing buildings for possible building, electrical, plumbing, and heating code violations; prepares inspection reports; investigates complaints; issues warnings and violations; appears in court and testifies as an expert witness; enforces City Zoning and Code of Ordinances including more specialized and technical duties in the area of environmental control (such as vector programs) and neighborhood conservation. Duties include but are not limited to: special surveys, enforcement of noise and sign ordinances, industrial and residential rehabilitation programs, enforcement of codes, licensing, grants and resolutions related to the above areas. This employee answers questions from the public including residents, owners, occupants, and business operators to obtain compliance with the codes; and, handles any other related duties as assigned. In addition, an employee in this classification may perform the general duties of a Code Enforcement Officer. The work week is five days, 40 hours, any five days from Saturday through Sunday. Evening work may be included also.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION:

1. Be a citizen of the United States or resident alien with the right to work in the United States; and
2. Possess a high school diploma or valid equivalency certificate; and
3. Be familiar with local, state, and national building codes; have thorough knowledge of construction methods and techniques; have some knowledge of electrical, plumbing, and heating codes; and
4. Have ACT 407 State Registration as a Building Inspector and Plan Reviewer or be able to become registered within six months. If not ACT 407 state certified as a Building Inspector and Plan Reviewer, candidates must have the credentials and experience needed to obtain a Building Inspector/Plan Reviewer registration. Failure to obtain and maintain registration will be cause for dismissal. The State of Michigan requirements to become registered as a Code Official and Inspector are as follows.

BUILDING INSPECTOR

- Must have 4 years of experience actively engaged in the construction business; if you are a licensed residential builder or maintenance and alteration contractor, please include a copy of your license; however, simply holding a license does not qualify an applicant for registration. See Rule R 408.30037.
- Possess a license as an architect or engineer with the State of Michigan; a copy of the license must be included
- Up to 2 years may be considered for completion of a recognized curriculum in a construction related field. (1 year, 2,080 hours for an Associate Degree; 2 years, for a Bachelor's Degree) A copy of the degree must be provided.
- A licensed or registered building inspector from other states, Canada, or other recognized countries with inspection experience in general building construction and who holds a master or certified building official certificate obtained from the International Code Council (ICC), defined as an inspector by the Skilled Trades Regulation Act, 2016 PA 407.
- Work experience related to structural carpentry, structural masonry, structural steel erection, and structural concrete construction, or a person who oversees general building construction can be considered.
- The following are examples of supporting documentation of work experience, which must be submitted with the application:
 - Building permits & inspection reports (if self-employed).
 - Letters of reference stating the type of work performed and the amount of time spent on each project.
 - Letters from employers on company letterhead and signed by an authorized company representative stating job duties, percentage of time spent on each duty, dates of employment, and number of hours worked per week. Please note: Character references cannot be considered towards work experience.

5. Possess and maintain a valid Michigan Driver's license and have an acceptable driving record.

NOTE: PREFERENCE WILL BE GIVEN TO APPLICANTS WITH ADDITIONAL STATE OF MICHIGAN ACT 407 CERTIFICATION IN ELECTRICAL, MECHANICAL, AND/OR PLUMBING CLASSIFICATIONS.

NOTE: ORIGINAL LICENSES, CERTIFICATIONS, COLLEGE TRANSCRIPTS, HIGH SCHOOL DIPLOMA OR GED MUST BE SUBMITTED AT TIME OF INTERVIEW.

NOTE: THE APPLICANT, AT THEIR OWN EXPENSE, MUST PASS THE STATE CERTIFICATION FOR BUILDING INSPECTOR AND PLAN REVIEWER WITHIN SIX MONTHS FROM DATE OF HIRE. FAILURE TO DO SO SHALL BE CAUSE FOR DISMISSAL.

PARTS OF EXAMINATION AND WEIGHTS

100% Interview

* In the event the number of qualified applicants exceeds ten, an evaluation will be made of the applicants and the ten applicants with the most appropriate combination of experience and training will be invited to the interview. Candidates must pass the interview to be placed on the eligible list.

Candidates must pass the Interview in order to be placed on the eligible list.

IN ORDER TO BE CONSIDERED A REGULAR EMPLOYEE THE APPLICANT AT THEIR OWN EXPENSE MUST IMMEDIATELY MAKE APPLICATION TO THE STATE AND THEN OBTAIN THE STATE OF MICHIGAN REGISTRATION AS A CODE OFFICIAL WITH THE MINIMUM CATEGORY OF BUILDING INSPECTOR AND PLAN REVIEWER WITHIN 6 MONTHS FROM DATE OF HIRE. FAILURE TO DO SO SHALL BE CAUSE FOR DISMISSAL.

NOTE: Upon offer of employment and prior to start date, applicants are required to pass a complete pre-employment medical examination including drug testing conducted by a physician authorized by the City of Livonia, and consent to a full background investigation.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current, future Regular and/or Temporary vacancies.

HOW TO APPLY: Application can be completed anytime online at www.governmentjobs.com/careers/livonia. If work experience and/or specific skills (e.g. typing, manual shorthand etc.) are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the EDUCATION AND EMPLOYMENT HISTORY sections of the application form so that it may be determined if the experience and/or skills listed meet the stated qualification requirements. Applicants who do not comply will be disqualified from further consideration. Attachments or Resumes are not accepted in place of completing the information requested on the official application. However, you may attach extra pages to your application, if necessary, to provide a complete work history to supplement the Employment History section of the application. Applicants will be notified by e-mail of the time and place of the examination.

PROBATIONARY PERIOD: Appointees must satisfactorily complete a six month probationary period before the appointment will be considered regular.

KNOWLEDGE SKILLS AND ABILITIES:

Have thorough knowledge of construction methods and techniques, and have some knowledge of electrical, plumbing and heating codes.

Have thorough knowledge of safety standards applicable to building construction materials and methods.

Have thorough knowledge of all phases of the standard procedures used in building installation and repair.

Thorough knowledge of City building, zoning and fire ordinances.

Ability to detect structural and material faults in such areas as timber and soil capacities, steel and frame specifications and concrete standards.

Ability to analyze plans, specifications and other building data.

Ability to prepare and maintain records, reports, specifications and other data.

Ability to initiate and complete necessary court actions.

Ability to deal courteously and tactfully with others.

Ability to process code enforcement procedures to ensure compliance.

Ability to adapt and improve methods and procedures used in performing assignments.

Requires skill in the detection of violations in all phases of the building trades.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.livonia.gov>

Job #1127 o.c.
BUILDING INSPECTOR
JB

OUR OFFICE IS LOCATED AT:
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3rd Floor Civil Service Department
Livonia, MI 48154
(734) 466-2530
civserv@livonia.gov

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Building Inspector Supplemental Questionnaire

- * 1. Are you a citizen of the United States or resident alien with the right to work in the United States?
 Yes No

- * 2. Do you possess a high school diploma or valid equivalency certificate?
 Yes No

- * 3. Are you familiar with local, state, and national building codes; and have thorough knowledge of construction methods and techniques with some knowledge of electrical, plumbing, and heating codes?
 Yes No

- * 4. Do you have ACT 407 State Registration as a Building Inspector and Plan Reviewer or are you able to become registered within six months?
 Yes No

- * 5. If you are not ACT 407 state certified as a Building Inspector and Plan Reviewer, do you have the credentials and experience needed to obtain Building Inspector/Plan Reviewer registration?
 Yes No

- * 6. Do you possess a current, valid Michigan driver's license with an acceptable driving record
 Yes No

- * Required Question