



CITY OF ROCHESTER HILLS
invites applications for the position of:

Manager of Inspection Services

SALARY: \$93,199.00 - \$108,041.00 Annually

OPENING DATE: 03/14/22

CLOSING DATE: 04/01/22 05:00 PM

GENERAL DESCRIPTION:

This position manages the plan review and inspection services for the City; verifies and ensures proper plan reviews and on-site field inspections of properties are performed in compliance with the approved construction documents, adopted codes, and ordinances of the City; safeguards public health, safety and general welfare. This position works under the general supervision of the Deputy Director.

This is an AFSCME, Local 1917 position.

ESSENTIAL FUNCTIONS:

1. Schedules staff to maintain levels and adequate coverage while allowing for time off. Manages all time off requests.
2. Directs the work of and manages the plan reviews and inspections of staff. Assists with interviewing and the selection of new employees. Provides ongoing training and instructions. Assigns tasks, reviews work and prepares performance evaluations. Provides staff coaching/counseling. Provides assistance and answers questions, gives advice and recommendations to staff.
3. Provides leadership and management to all assigned staff.
4. Provides technical assistance and interprets codes, ordinances and regulations.
5. Coordinates, reviews and monitors plan reviews and inspection service activities. Ensures all programs operate within regulatory compliance.
6. Performs peer review functions for compliance with building codes, ordinances, regulations and division quality control program for plan reviews.
7. Conducts random site visits to construction sites to confer with contractors regarding Inspectors and Building Department personnel for quality control purposes.
8. Assigns complaints to Inspectors for investigation.
9. Ensures compliance with safe working standards and practices.
10. Represents the Building Department at court proceedings and public meetings.
11. Prepares forms to issue warnings for violations and maintains accurate reports and records regarding code and ordinance compliance activities.
12. Develops, distributes and tracks code violations until resolved.
13. Tracks, repairs and repair/maintenance records for Building Department vehicles.
14. Addresses public inquires.
15. Performs inspections and plan review functions for compliance with building codes, ordinance and regulations as needed.
16. Responds to emergency calls as needed.

17. Acts as back-up for Deputy Director and the Director as needed.
18. Other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS/DESIRABLE QUALIFICATIONS:

- Associate's Degree in construction or a closely related field or two (2) years of related college course work; AND
- Five (5) years work experience in building inspections/plan reviews.

OTHER REQUIREMENTS

- Previous supervisory experience.
- Registration with the State of Michigan under Act 407 as a Building Inspector/Plan Reviewer as determined by the State of Michigan or equivalent out-of-state experience to qualify for registration with the State of Michigan under Act 407.
- Registered Building Official or the ability to become registered as a Building Official within six (6) months of hire date.
- International Code Council (ICC) certified Residential Building Inspector, Commercial Building Inspector, Residential Plan Reviewer and Commercial Plan Reviewer or the ability to become certified within eighteen (18) months of hire date.
- Valid Michigan Driver's license with no more than 4 points currently on record.
- Intermediate proficiency with office computers and related applications.

SUPPLEMENTAL INFORMATION:

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Requests for reasonable accommodation should be submitted to the Human Resources Department.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.

Examination Information:

Performance Test: To evaluate intermediate skill with Word, Excel, and Power Point (70% passing).

Oral Evaluation of Qualifications: To evaluate technical knowledge, decision-making/problem solving skills, employment history, communication skills, and other factors related to successful performance in this position.

Note: *The above examination information may be modified for this or future postings.*

APPLICATION PROCESS

Please complete an on-line application, located on the City's website at <http://www.rochesterhills.org> by 5:00 p.m., Friday, April 1, 2022. First consideration will be given to applicants who apply by March 25, 2022.

We value diversity, equity and inclusion as a foundation for innovation and seek candidates who represent a variety of backgrounds and perspectives.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rochesterhills.org>

Position #00285
MANAGER OF INSPECTION SERVICES
LQ

1000 Rochester Hills Drive
Rochester Hills, MI 48309
(248) 656-4708

humanresources@rochesterhills.org

Manager of Inspection Services Supplemental Questionnaire

- * 1. Do you have a minimum of an Associate's Degree in construction or a closely related field or two (2) years of related college course work; AND five (5) years work experience in building inspections/plan reviews?
 - Yes
 - No
- * 2. Do you have previous supervisory experience?
 - Yes
 - No
- * 3. Are you registered with the State of Michigan under Act 407 as a Building Inspector/Plan Reviewer as determined by the State of Michigan or do you have equivalent out-of-state experience to qualify for registration with the State of Michigan under Act 407?
 - Yes
 - No
- * 4. Are you a registered Building Official or do you have the ability to become registered as a Building Official within six (6) months of hire date?
 - Yes
 - No
- * 5. Are you International Code Council (ICC) certified as a Residential Building Inspector, Commercial Building Inspector, Residential Plan Reviewer and Commercial Plan Reviewer or do you have the ability to become certified within eighteen (18) months of hire date?
 - Yes
 - No
- * 6. Do you have a valid Michigan Driver's license with no more than 4 points currently on record?
 - Yes
 - No
- * 7. Do you have intermediate proficiency with office computers and related applications?
 - Yes
 - No

* Required Question