

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**BUILDING CODE INSPECTOR**

**JOB DESCRIPTION**

Employees in this job function as building code inspectors performing inspection assignments to ensure that new construction and alterations in private and public buildings are in compliance with established codes, laws, and regulations.

There are two classifications in this job.

**Position Code Title - Building Code Inspector-E**

Building Code Inspector E11

This is the experienced level. The inspector performs a full range of building code inspection assignments and exercises considerable independent judgment in making decisions requiring the interpretation of guidelines in specific situations.

**Position Code Title - Building Code Inspector-A**

Building Code Inspector 12

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level that have been approved by Civil Service.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects new construction, installations, and alterations of private and public buildings to ensure that codes, laws, and regulations established by the Department of Licensing and Regulatory Affairs are met.

Inspects approved plans, specifications, and permits for proposed projects.

Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.

Explains, both verbally and in writing, the building codes, laws, and regulations to architects, engineers, property owners, and contractors.

Issues written notices of code violations requiring corrective action.

Gathers evidence and prepares reports on reported and observed code violations.

Testifies at hearings or court cases related to violations of codes, laws, or regulations.

Assists local municipalities in the administration and enforcement of the building code upon request.

Represents the division at related meetings, seminars, and conferences.

Prepares and/or maintains reports, files, and written correspondence.

Performs related work as assigned.

## **Additional Job Duties**

### **Building Code Inspector 12 (Lead Worker)**

Determines work priorities, assigns work, and oversees the work of lower-level Building Code Inspectors.

### **Building Code Inspector 12 (Senior Worker)**

Performs on a regular basis the most complex and difficult investigations, projects, accident investigations, evaluations, complaints, and issues of a sensitive nature.

Provides instruction and training in the proper methods and processes necessary to carry out building code inspector assignments.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the state building code and related laws and regulations.

Knowledge of the standard practices, principles, processes, tools, equipment, and materials of the building construction trades.

Knowledge of the inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of investigative techniques and methods.

Knowledge of code enforcement techniques.

Ability to read, interpret, and apply codes, laws, rules, and regulations relative to the work.

Ability to read and interpret construction plans and specifications.

Ability to critically observe new construction and/or alterations, obtain accurate data, and prepare reports.

Ability to communicate effectively.

Ability to meet and deal effectively with others.

### **Additional Knowledge, Skills, and Abilities**

#### **Building Code Inspector 12 (Lead Worker)**

Ability to prioritize and evaluate the work of others.

Ability to train and instruct others in the work.

Ability to organize and coordinate the work in the unit.

Ability to assign work.

#### **Building Code Inspector 12 (Senior Worker)**

Ability to perform the most complex building code inspector assignments.

## **Working Conditions**

Work is typically performed in houses or buildings under construction, both indoors and outdoors.

Considerable travel by automobile may be required

The employee may be exposed to weather conditions and to work site hazards including noise, odor, dust, dirt, dampness, and to noxious chemicals, fumes, and materials.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods

The job duties require an employee to climb ladders

The job duties may require an employee to traverse rough terrain

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Building Code Inspector E11**

Six years of experience in general building construction as a contractor, skilled trades worker, a person in charge of structural construction, or a combination thereof, including two years of experience as a journey-level, structural, construction, skilled trades worker (such as a carpenter, bricklayer/mason, structural steel worker, etc.).

#### **Building Code Inspector 12**

Seven years of experience in general building construction as a contractor, skilled trades worker, a person in charge of structural construction, or a combination thereof, including two years of experience as a journey-level, structural, construction, skilled trades worker (such as a carpenter, bricklayer/mason, structural steel worker, etc.), including one year equivalent to a Building Code Inspector E11.

### **Alternate Education and Experience**

#### **Building Code Inspector E11**

Possession of a license as an architect or professional engineer issued by the State of Michigan may be substituted for the education and experience requirements.

### **Special Requirements, Licenses, and Certifications**

Upon appointment, individuals must meet the requirements of Act 54 of 1986 and become registered as a building inspector and plan reviewer.

Possession of a Michigan driver's license

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

BLDCODISP

### **Job Code Description**

BUILDING CODE INSPECTOR

### **Position Title**

Building Code Inspector-E

Building Code Inspector-A

### **Position Code**

BLCDISPE

BLCDISPA

### **Pay Schedule**

A02-022

A02-024