

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. BLCDISPEA19R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Construction Codes
4. Civil Service Position Code Description Building Code Inspector-E	10. Division Building Trades
5. Working Title (What the agency calls the position) Building Code Inspector	11. Section Building
6. Name and Position Code Description of Direct Supervisor Wakley, Chadwick; Code Inspection Supervisor, 14	12. Unit
7. Name and Position Code Description of Second Level Supervisor Hartfield, Sheila; Code Inspection Supervisor, 15	13. Work Location (City and Address)/Hours of Work Various / M-F 8-5

14. General Summary of Function/Purpose of Position

This position is responsible for the inspection of buildings and structures to ensure compliance with applicable laws, rules, and standards; perform complaint investigations; assist in the review of local enforcing agencies as part of a Performance Evaluation team; perform plan review for residential and small commercial projects.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 70

Perform building inspections during construction/demolition to ensure compliance with the applicable laws, rules, and standards.

Individual tasks related to the duty:

- Receive and schedule inspection requests, develop daily itinerary, and map route.
- Inspect construction/demolition as appropriate as it progresses to ensure compliance with the applicable laws, rules, and standards.
- Research the code, identify code violations, and determine the severity of those violations. Enter violations in computer and direct a written violation to be printed and mailed to permit holder.
- Review permit to ensure the appropriate fee was assessed. Bill for additional work or inspections not covered by the permit fee using the computer to make the necessary changes.
- During the inspection, or immediately following the inspection, enter all inspection notes in the computer. If the installation was approved, the approval is recorded; if not, corrections and violations are recorded, and any special notes relating to the project are entered in the computer.
- Approve all building installations that comply with the code. Place building approval sticker on job site.
- When necessary, explain the code requirements to the permit holder, explain what is wrong with the installation, why it is wrong, and the results if not corrected.
- If permit holder disagrees with a violation notice or an ordered correction, inform them of the rights of appeal.
- Order timely corrections and follow-up to ensure necessary corrections are made. Depending on the severity, return to the job site to ensure compliance, or review at the next scheduled inspection.
- If corrections are not made within a specified time period, consult with section management or bureau administration to determine if a stop work order is to be placed on the job.
- Participate in legal proceedings or appeal hearings relating to decisions on violations.

Duty 2

General Summary:

Percentage: 10

Receive permits and organize inspections within assigned area of the state.

Individual tasks related to the duty:

- Receive permits issued for commercial and residential building installations or demolitions within assigned area.
- Each morning receive telephone calls from permit holders requesting inspections. Determine that permits were issued when inspections are requested and schedule a time for inspections.
- If a permit has not been issued for a requested inspection, notify section management for approval or denial of inspection. If inspection is approved, enter all information related to the project (location, person responsible for securing permit, address, etc.) into the computer.

Duty 3

General Summary:

Percentage: 5

Regulate all building construction within assigned area to ensure required permits are secured and inspections performed.

Individual tasks related to the duty:

- Patrol area to identify construction being performed without a permit.
- Notify the persons performing building construction that permits are required and order work stopped until permit is issued. Write violation notice for performing work without a permit.
- When persons are contracting work without a license, work with supervisor to prosecute that unlicensed person. This includes written documentation of the offense and proof that a person was performing work that required a license, such as a contract with a consumer, photographs, and other such evidence.

Duty 4

General Summary:

Percentage: 5

Perform complaint investigations as assigned by the section management or bureau administration.

Individual tasks related to the duty:

- Investigate consumer complaints and alleged violations of applicable laws, rules, and standards.
- Schedule inspections with building owner and local enforcing agency if applicable.
- Inspect the structure and site in question.

- Prepare comprehensive narrative reports of complaint investigations.
- Provide testimony at administrative and court hearings as necessary.

Duty 5

General Summary:

Percentage: 5

Perform the following duties at the request of the section management or bureau administration.

Individual tasks related to the duty:

- When requested, assist bureau staff in evaluations of local code administration and enforcement agencies. Under the direction of administrative staff, review permit, inspection, and plan review records of the local enforcing agency. Select projects to be inspected with local inspectors. Accompany local inspectors on their inspections and review and evaluate inspection and plan review procedures. Prepare a report of each inspection performed and identify any deficiencies in the manner in which plans are reviewed or inspections performed.
- Monitor third party inspection agencies that issue approval labels for premanufactured units to be shipped into Michigan.
- Perform miscellaneous inspections and investigations and prepare reports in accordance with established policies, procedures, directives, and timeframes.
- Attend training and education courses to keep abreast of new technology, methods of construction, and changes in the code. Inspectors are required to participate in specified continued training and education in order to maintain registration as an inspector.
- Provide assistance to local enforcing agencies.

Duty 6

General Summary:

Percentage: 5

Employee may be required to review construction documents for proposed construction to determine construction code compliance.

Individual tasks related to the duty:

- Review plans on proposed construction to determine if designed in accordance with applicable laws, rules, and standards.
- Prepare a plan review report to identify any issues of noncompliance, errors, or omissions.
- Process approval of plans when compliance with the code is demonstrated.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determine when a building is safe for occupancy, cite violations during inspections and investigations and determine immediacy of corrective action, determine cause and effect when possible for inclusion within reports, list specific information relevant to the inspection or investigation.

Decisions may affect manufacturers, contractors, homeowners, building owners, occupants of the building, and the building itself.

17. Describe the types of decisions that require the supervisor's review.

When the inspector feels it is necessary to stop construction, contact is made with section management or bureau administration. Such a decision affects construction workers and could delay completion of a building and the opening of a business. Any issue not addressed by current policies and procedures, and any issue sensitive in nature.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Inspectors must examine all areas of a building or structure under construction, including trenches, crawl spaces, and roofs. This would require the ability to walk, bend and reach for extended periods of time, ability to climb tall ladders, and ability to bend and stoop in confined areas. Inspectors are exposed to weather conditions and to the hazards associated with construction sites, such as noise, odor, dust, dirt, dampness, and to noxious chemicals, fumes, and materials. Considerable travel by automobile is required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The performance of routine inspections and investigations and the ability to effectively communicate the applicable laws, rules, and standards to the general public.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated supervisor name, division name.

25. What is the function of the work area and how does this position fit into that function?

The function of the Building Section is the development and enforcement of building and manufactured housing codes and related laws.

Inspectors are located throughout the state to directly enforce codes and regulate construction.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

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.).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the state building code and related laws and regulations; the standard practices, principles, processes, tools, equipment, and materials of the building construction trades; the inspection techniques and practices; the occupational hazards and safety precautions applicable to the work; investigative techniques and methods; and of code enforcement techniques. Ability to read, interpret, and apply codes, laws, rules, and regulations related to the work; read and interpret construction plans and specifications; critically observe new construction and alterations, obtain accurate data, and prepare reports; communicate effectively; and to establish and maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Individual must meet the requirements of the Building Officials and Inspectors Registration Act, 1986 PA 54, and receive and maintain building inspector registration. Individual may also be required to receive and maintain a plan reviewer registration.

Possession of a driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

AMANDA SATKOWSKI

6/4/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date