

**Chippewa County**  
**Full-time Building Official**  
**\$23.86-27.56 Hourly**

Under the supervision of the County Administrator the Full-time Building Official is authorized and directed to enforce the provisions of the Michigan Residential Code and the Michigan Building Code and ensures safe housing. This is a full-time position with an hourly wage starting at \$23.86 plus mileage with some training and licensing paid by County.

**Must be eligible to become Building Inspector, licensed by the State of Michigan. Current Builders License preferred.**

**Benefits Include:** Hybrid Pension – 1% Employee Contribution  
Health, Dental & Vision Insurance – 20% Employee Contribution  
Paid Vacation & sick Leave, 14 Paid Holidays a Year  
Life Insurance  
Long-Term and Short-Term Disability Insurance  
Longevity

**Requirements:**

- Ability to become a Licensed Code Official and Inspector by the State of Michigan.
- Ability to possess a valid driver's license and operate a motor vehicle.
- Ability to provide self-transportation to building inspections if county assigned vehicle is not available.
- Ability to learn computer software programs such as BS&A.
- Ability to operate a variety of automated office machines, calculator, copier, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer, spreadsheet, database, and Internet.
- Ability to comprehend and correctly use a variety of informational documents including building applications, plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including blueprints, policy and procedures, codes, etc.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to learn and understand building, mechanical, and legal code terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to communicate effectively with contractors, workers, supervisors, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence.
- This is a summary of the requirements for this position, other requirements may be expected.

**Duties and Responsibilities:**

- Oversee daily operations of the Building Inspectors Office.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Conducts field inspections; issues building permits; gives final inspection and approval for occupancy.
- Entering of information into the BS&A software program.
- Conducts office administrative tasks.
- Stay current on Incident Command System courses.
- Other duties related to the administration and daily operations of the department.
- This is a summary of the duties and responsibilities other duties and responsibilities will be assigned.

Visit <https://www.michigan.gov/lara/-/media/Project/Websites/lara/bcc-media/BCC-Forms/Code-Officials/BCC-320.pdf?rev=9cd57c03a2b94e57955a139cd264466b&hash=1B9F4CB011A828C5B9F7F7361F36D9E3> for requirements.

Provide detailed resume and references to Administrator, 319 Court Street, Sault Ste. Marie, MI 49783. Send questions via email to: [inquiry@chippewacountymi.gov](mailto:inquiry@chippewacountymi.gov)  
Applications will be accepted until position filled.

**Chippewa County is an Equal Opportunity Employer**