

Chippewa County
Part-time Building Official
\$16.78 Hourly

Under the supervision of the County Administrator the Part-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 Part-time 29-hour position with an hourly wage starting at \$16.45 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.

Requirements:

- Ability to become a Licensed Code Official and Inspector by the State of Michigan.
- Ability to possess a valid driver's license
- Ability to provide self-transportation to building inspections.
- 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, drain paperwork, 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:

- 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.
- This is a summary of the duties and responsibilities other duties and responsibilities will be assigned.

Current Builders License preferred. Provide detailed resume and references to Administrator, 319 Court Street, Sault Ste. Marie, MI 49783. Send questions via email to: inquiry@chippewacountymi.gov Applications will be accepted until position filled.

Chippewa County is an Equal Opportunity Employer