



INTERNAL / EXTERNAL JOB POSTING

Job Title: Building Inspector / Plan Reviewer

Department: Community Development Department

We ARE Grand Haven Charter Township

We are a beautiful, thriving community of over 16,000 residents, located in Northwest Ottawa County where our residents and visitors can find miles of pristine beaches, towering sand dunes and breathtaking sunsets along the shores of Lake Michigan. Our clean and safe community values a family-centered atmosphere; we also offer vibrant parks, world-class schools, as well as an appreciation of the arts and healthy lifestyles. Our community is a place where agri-businesses and industry seek to locate, bringing with them more opportunities for growth.

We are an organization that values trust and mutual respect. Our staff members are empowered to make decisions and create positive change. We are committed to continuous improvement through the use of technology and collaboration with our customers, peers, and neighbors. We know our past, and we learn from it so that we can grow together as a community.

We are looking for someone who shares our same values and enjoys being part of a team. The full-time job duties vary greatly from reviewing building plans and enforcing building codes to educating contractors and offering potential solutions to issues. Someone with a passion for the construction field and helping others, along with prior building experience, will be a great fit with our team.

A Day in the Life:

- Reviews building plans for the erection, addition to, alterations and/or repairs of buildings located in Grand Haven Township.
- Receives and processes building permit applications.
- Visits construction sites to make inspections and/or investigates alleged violations.
- Educates contractors on the building code, explains issues in the field, and offers potential solutions to issues.
- Receives feedback from team and uses it to grow and improve.

What You Will Need:

- Five years of building experience, with good engineering practice and fire prevention knowledge.
- Possession of a Registered Building Inspector Certification, or the ability to obtain one within a year.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, agency rules, and the democratic political process.
- Intermediate skill level in Microsoft Office programs and BSA software.
- The ability to communicate with the public and other employees with tact and discretion.
- The desire to learn and potentially grow into other roles with the Township.

What We Offer:

- A competitive salary range of \$49,867 - \$67,467.
- Health and dental coverage for you and your family, including a Health Savings Account (HSA) contribution.
- A 401(a) plan, through the Municipal Employees' Retirement System (MERS), with a 10% Township contribution.
- A generous paid time off program to help you keep a healthy work/life balance.
- Financial protection through disability, life, accidental death & dismemberment insurance.
- Supplemental insurance options at group rates.
- Educational reimbursement benefits and access to a fitness facility to keep your mind and body healthy.

When you become a Grand Haven Charter Township employee, you do more than simply change jobs. You become part of the GHCT family, a group of talented individuals who provide superior customer service to their residents and visitors, love their jobs, embrace change and celebrate the community that is GRAND HAVEN CHARTER TOWNSHIP!

How to Apply:

- View the full job description online at: <http://www.ghct.org/departments/human-resources/>
- Send a cover letter and resume to ADumbrell@ghct.org
- Any questions can be directed to Andrea Dumbrell, Human Resources Director, at 616.604.6309.
- Application deadline: September 6, 2019, or until filled.

Grand Haven Charter Township is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age, height, weight or disability.