



CITY OF GRAND RAPIDS
invites applications for the position of:

Assistant Building Official

SALARY: \$35.93 - \$45.87 Hourly
\$74,729.00 - \$95,404.00 Annually

OPENING DATE: 07/22/21

CLOSING DATE: 08/23/21 11:59 PM

NATURE OF WORK:

This job supervises and supports the inspection services and building code enforcement in the City of Grand Rapids. It provides supervision over inspectors and staff, facilitates problem resolution for design professionals, property owners, developers, tenants, inspectors, and the general public. Performs review of large and complicated construction projects and problem-solving of technical incongruences discovered during plan review and construction; and also is the acting Building Official for temporary leaves of absence (vacation, etc.). Reviews construction documents for compliance with the State construction codes and standards.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel; participates in hiring, training and disciplinary actions; delegates work assignments; conducts performance evaluations
- Coordinates the work of building, plumbing, electrical, and mechanical inspectors; assists in code enforcement problems; make assignments; ensures inspections are conducted properly; provides advice on complex or unusual cases and makes decisions regarding problem issues.
- Acts as technical adviser on construction code issues; provides interpretations of codes and code violations
- Maintains records on inspection activities; prepares statistical, written and oral reports.
- Manages staff for accurate and effective code enforcement actions and outcomes in accordance with governing regulations and legal counsel
- Reviews construction plans for compliance with building codes and regulations
- Makes recommendations for procedural and code changes; monitors plan review activity; develops and reviews procedures to ensure program effectiveness; ensures that construction documents are reviewed in a timely manner and intervenes to resolve problems relating to the review process
- Meets with, answers questions from and facilitates problem resolution for design professionals, property owners, developers, tenants, inspectors, and the general public as they apply to the plan review and construction code enforcement process
- Performs inspections of construction sites
- Construction Code Board of Appeals liaison support.
- Represents the city at construction code meetings and conferences
- Assisting DDCE Management with budget and strategic plan support
- Performs related work as required

MINIMUM TRAINING AND EXPERIENCE:

MINIMUM QUALIFICATIONS**Required Education and Experience**

- Bachelor's degree in civil, electrical, or mechanical engineering or construction management
- At least five (5) years progressively responsible supervisory experience as a building official, inspector, or plans examiner
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Building Inspection certification
- Michigan PA 407 registration

OTHER NECESSARY QUALIFICATIONS:**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES****Knowledge of:**

- Codes and regulations enforced by the building division
- Construction practices, principles, materials and standards
- The principles, practices and methods of conducting building inspections
- Principles and practices of employee supervision
- English grammar, spelling, punctuation
- Modern office procedures, methods and computer equipment

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

Ability to:

- Review construction plans and identify problems
- Maintain records and prepare reports
- Communicate effectively, both orally and in writing
- Inspect construction activity in progress and determine compliance with relevant codes
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

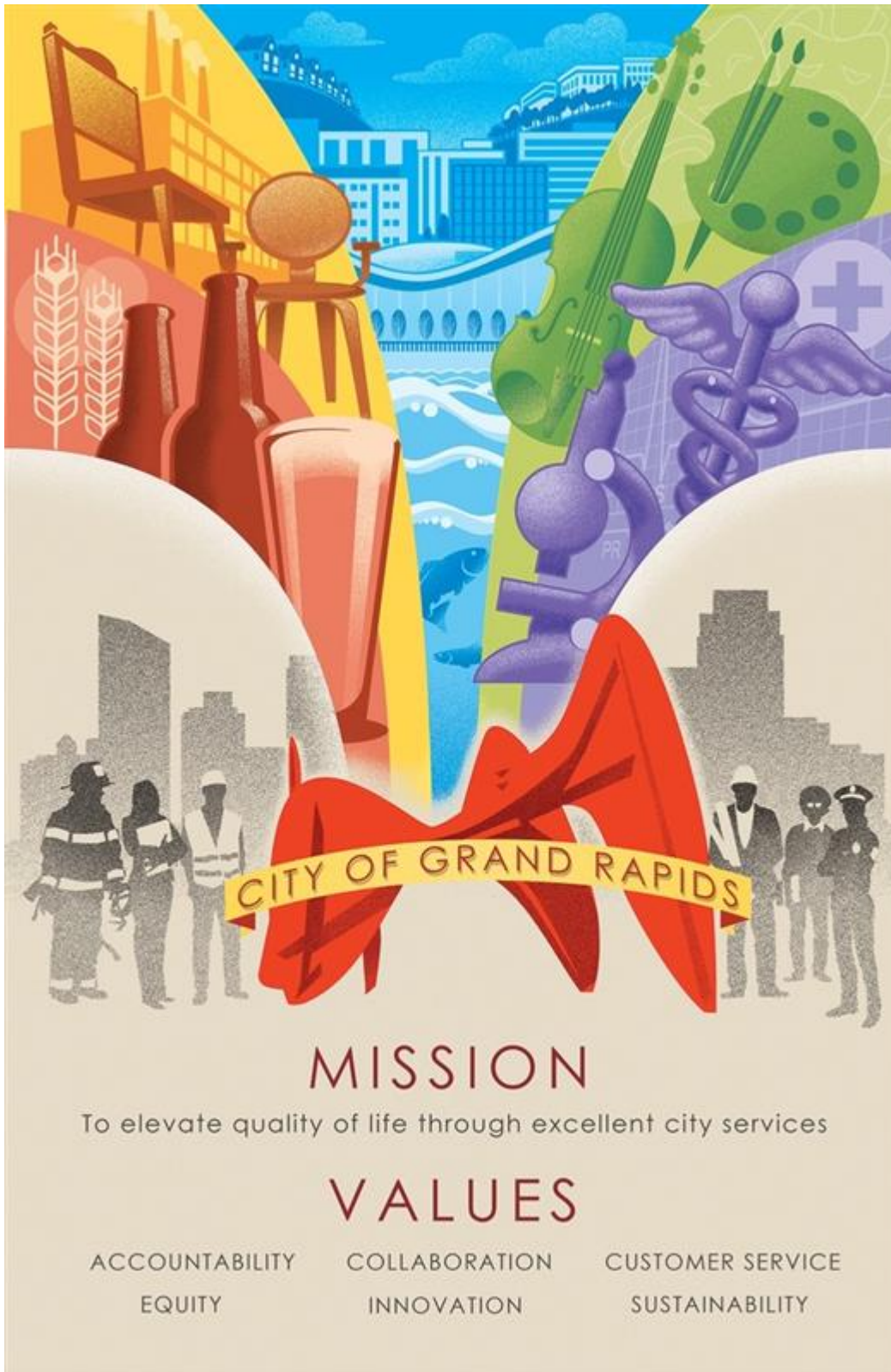
OTHER INFORMATION:

<https://www.youtube.com/embed/2dR4v8x-iZY?&feature=youtu.be&wmode=opaque&rel=0>

BENEFITS FOR THIS POSITION INCLUDE

- Medical, Dental, and Vision administered by Blue Cross Blue Shield, starting on first day
- 6% Employee & 6% Employer matching 401a
- Employee & Employer contributions to Retiree Health Savings Account
- Eleven Paid Holidays
- Paid Vacation and Sick Time
- Paid parking (if applicable)
- Tuition Reimbursement up to master's degree
- Paid Parental Leave
- Employee Assistance Program with 5 free mental health visits per issue

- Comprehensive Wellness program
- Voluntary benefits including: term life insurance, flexible spending account, disability insurance, and deferred compensation plan options



Should an applicant need any disability related accommodation or other consideration in the application or selection process, please notify the human resources department upon submittal of application

The City of Grand Rapids does not discriminate in employment on the basis of race, color, religion,

sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grandrapidsmi.gov/jobs/human-resources-Department>

Position #721-0721
ASSISTANT BUILDING OFFICIAL
GB

300 Monroe Ave, NW
8th Floor, Room 880
Grand Rapids, MI 49503-2206
(616) 456-3176

jobs@grcity.us

Assistant Building Official Supplemental Questionnaire

- * 1. Do you possess the minimum requirement of a Bachelor's degree in civil, electrical, or mechanical engineering, or construction management?
 Yes No

- 2. In further answer to the above question, list and degrees and field of study. If you do not have a related degree write N/A.

- * 3. Do you have at least five (5) years of progressively responsible supervisory experience as a building official, inspector, or plans examiner?
 Yes No

- * 4. If yes, please describe.

- * 5. Do you possess Michigan PA 407 registration?
 Yes No

- * 6. Are you a Certified Building Inspector?
 Yes No

- * Required Question