



**GRAND TRAVERSE COUNTY, MI  
DEPARTMENT DIRECTOR JOB DESCRIPTION**

<b>Title:</b>	<b>Building Official</b>
<b>GENERAL SUMMARY</b>	
<p>Primary function of the job is to direct, manage, supervise, and coordinate activities an operations of the Building Inspection Department, including building inspection and enforcement of state laws, codes, and local ordinances dealing with the construction of new buildings and the alteration, use , and ongoing safety of existing buildings. Coordinates assigned activities with other division, departments, and outside agencies; and provided highly responsible and complex administrative support. This position is under the general guidance of the County Administrator and consistent with the County’s overall mission and policies.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. May also be required to work on-call in an emergency. This position may require travel by the employee in the employee's own vehicle.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following)	
<ul style="list-style-type: none"><li>• Assume management responsibility for assigned services and activities of the Building Inspection Division including enforcement, interpretation, and implementation of the County’s building codes, departmental customer service, application intake, plan review, issuance of building permits, and code enforcement.</li><li>• Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.</li><li>• Monitor and evaluate the efficiency and effectiveness of service delivers methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.</li><li>• Plane, direct, coordinate, and review the work plan for building inspection staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.</li><li>• Select, train, motivate, and evaluate building inspection personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures.</li><li>• Oversee and participate in the development and administration for the division’s annual budget; participate in the forecast of funds needed for staffing, equipment, materials, supplies. Monitor and approve expenditures</li><li>• Administer the Construction Board of Appeals process; administer permit tracking system and building inspection records maintenance.</li><li>• Participate in and manage the building code inspection function related to structural, plumbing, electrical and mechanical standards. Ensure compliance with building sites, applicable codes, and regulations.</li><li>• Assign, supervise and review plans and specifications relating to electrical, plumbing, and mechanical, energy conservation, access compliance, and other building code requirements.</li><li>• Attend and participate in professional group meetings and code hearings; maintain awareness of new trends and developments in the field of building inspection; incorporate new developments as appropriate.</li><li>• Respond to and resolve difficult and sensitive citizen inquiries and complaints.</li><li>• Perform related duties as required.</li></ul>	
<b>EDUCATION, FORMAL TRAINING, AND EXPERIENCE</b> (minimum requirements)	
<ul style="list-style-type: none"><li>• A demonstrated understanding of practices and techniques of both building construction and building inspection.</li></ul>	



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- Knowledge of energy design and construction technique.
- Demonstrated ability to balance a departmental budget.
- Bachelor's Degree from an accredited college or university with course work in architecture, engineering, construction technology, planning, or related field.
- Six years of directly related, progressively responsible experience, including at least two years of supervisory or managerial experience.

### **CERTIFICATIONS, LICENSES** (minimum requirements)

- Must have valid drivers license and personal vehicle insurance and maintain eligibility to drive as per the County's Vehicle policy.
- Possession of a Building Official certification.
- ICC certification desirable.
- Plan examiner certification desirable.

### **CONDITIONS OF EMPLOYMENT** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.
- May be exposed to infectious diseases, and/or criminal suspects or prison inmates.

### **DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

This job is not part of a series.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

Physical demands and work environment may vary by department. Typically a Department Director works in an office environment and may be required to lift/move up to 25 pounds (such as a box of paper). May also be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel. Some positions (such as the Director of Facilities Management and Director of Parks & Recreation) may require work in an outdoor environment and may be exposed to various environmental risks.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation.



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- Advanced knowledge of federal, state and local legislation, regulations, and ordinances relevant to the department
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the department
- Knowledge of governmental accounting, budgeting, financial management, and procurement
- Thorough knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions
- Understanding of the County's culture, mission, and organizational dynamics
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in crisis management, including the management of critical incidents
- Ability to work in a unionized environment; ability to negotiate and facilitate labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully
- Ability to lead with vision and demonstrate strong leadership qualities
- Ability to take initiative and drive organizational excellence
- Ability to develop and implement managerial policies and prioritize the needs of the department
- Ability to develop and execute strategic plans, champion and manage change, and articulate County leadership's priorities
- Ability to identify and resolve problems that may impact the mission of the department and the County.
- Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to persuade others in order to gain concurrence or to resolve problems and gain cooperation
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently