

Pere Marquette Charter Township

Job Description: **Building Inspector**

A. Summary: The Building Inspector is responsible to know applicable building codes for Township construction, to enforce that code, and to attend to all related paperwork.

B. Typical Duties and Specific Responsibilities:

1. Review all applications and issue or deny building permits, demolition permits, and any other permits as required or specified by applicable building codes.
2. Personally travel throughout the Township conducting on-site inspections of construction in progress to assure conformance with applicable building codes; serve as Township enforcement officer for building codes.
3. Keep abreast of current and pending legislation as well as changing building practices, theories, and policies by utilizing bulletins, newsletters, reports and other resource materials; attend pertinent schooling functions which focus on building codes and enforcement processes.
4. Prepare a variety of reports regarding the building activity in the Township, as required by law, by regulations, or by the Supervisor.
5. If and when necessary, perform the duties as outlined for this position in the Township's Emergency Operations Plan.
6. Ensure that other staff members know when leaving the office for "field work", and maintain contact with office.
7. Perform other duties as assigned by the Supervisor.

C. Educational Requirements

1. High School Graduate, successful G.E.D., or equivalent, to be determined by the Supervisor.
2. All other education will be considered by the Township Board.

D. Skills and Experiential Requirements:

1. Must have a minimum of computer knowledge as determined by the Supervisor. Acquainted with or willing to learn the following software: Word, Excel, permit systems software, GIS-related software; E-mail and internet experience helpful.
2. Have at least four (4) years of active experience as a Michigan builder in the last twelve (12).
3. Ability to communicate effectively with people.
4. All experience will be considered by the Township Board.

E. Physical Requirements:

1. Ability to traverse unimproved terrain.
2. Ability to enter and thoroughly inspect all structures, inside and outside.
3. Ability to use ladders to rooftop height or footing depth for inspection purposes.
4. Ability to withstand extended periods of time in public meetings (three hours at a time or more).

5. Ability to pass a thorough health physical, administered after a conditional offer of employment has been made.

F. Other Requirements:

1. Registration (or willingness and ability to become registered) as a Code Official by the State of Michigan in the categories of Building Official, Building Inspector and Plan Reviewer and to maintain that level of registration.
2. Regular attendance at the first Township Board meeting of each month.
3. Attendance at Board of Review meetings (possibly including evening hours).
4. State of Michigan driver's license and a driving record which is acceptable to the Township.

G. Supervision:

The Building Inspector reports directly to the Supervisor.

H. Compensation: The Building Inspector shall be paid a wage as set by the Township Board.

Pere Marquette Charter Township

Job Description: **Zoning Administrator**

A. Summary: The Zoning Administrator is responsible to become familiar with Zoning Ordinance as it applies to the Township, to enforce that ordinance, and to attend to the related paperwork concerning Zoning in the Township.

B. Typical Duties and Specific Responsibilities:

1. Personally travel throughout the Township conducting on site inspections of all properties in the Township to assure conformance with the Zoning Ordinance: serve as Township enforcement officer for the Zoning Ordinance.
2. Receive all requests for rezoning, Zoning Ordinance text amendments, variances, conditional use permits and other such requests pursuant to the Zoning Ordinance; forward those requests to the proper board or commission.
3. Have frequent personal contact with builders, developers, realtors, county officials and state officials regarding the use of lands and buildings in the Township.
4. Act as a non-voting advisor to the Township Board, Planning Commission, and Zoning Board of Appeals.
5. Supervise the preparation, updating, and duplication of zoning maps.
6. Serve as administrator and Township enforcement officer for the Sand Dune Protection and Management Act, P.A. 222 of 1976, as amended, and coordinate Township activities with the Michigan Department of Natural Resources.
7. Serve as administrator and Township enforcement officer for the Shorelands Protection and Management Act, P.A. 245 of 1970, as amended.
8. Keep abreast of current and pending legislation as well as changing zoning practices, theories, and policies by utilizing bulletins, newsletters, reports and other resource materials; attend pertinent schooling functions which focus on zoning ordinance enforcement processes.
9. Prepare a variety of reports regarding the zoning activity in the Township, as required by law, by regulations, or by the Supervisor.
10. Receive all requests for the Land Division splits, consult with the Assessor and Supervisor, accept or reject the application, and report the decision to the appropriate departments and boards.
11. Ensure that other staff members know when leaving the office for "field work", and maintain contact with office.
12. Perform other duties as assigned by the Supervisor.

C. Educational Requirements

1. High School Graduate, successful G.E.D., or equivalent, to be determined by the Supervisor.
2. All other education will be considered by the Township Board.

D. Skills and Experiential Requirements:

1. Must have a minimum of computer knowledge as determined by the Supervisor. Acquainted with or willing to learn the following software: Word, Excel, permit systems software, GIS related software; E-mail and internet experience helpful.
2. Ability to communicate effectively with people.
3. All experience will be considered by the Township Board.

E. Physical Requirements:

1. Ability to traverse unimproved terrain.
2. Ability to enter and thoroughly inspect all structures, inside and outside.
3. Ability to use ladders to rooftop height or footing depth for inspection purposes.
4. Ability to withstand extended periods of time in public meetings (three hours at a time or more).
5. Ability to pass a thorough health physical, administered after a conditional offer of employment has been made.

F. Other Requirements:

1. Regular attendance at meetings of the Township Planning Commission, Township Board, and Zoning Board of Appeals.
2. State of Michigan driver's license and a driving record which is acceptable to the Township.

G. Supervision:

The Zoning Administrator reports directly to the Supervisor.

H. Compensation: The Zoning Administrator shall be paid a wage as set by the Township Board.