

**CITY OF LATHRUP VILLAGE  
JOB DESCRIPTION**

**ASSISTANT - BUILDING DEPARTMENT AND CODE INSPECTION**

**Supervised By:** City Administrator  
**Supervises:** No supervisory responsibility

**Position Summary:**

Under the supervision of the City Administrator, performs a variety of duties related to the City's building department activities. Processes permits, schedules inspections, and coordinates with the Building Official and other departments. Performs inspection work related to code and ordinance compliance and enforcement to ensure adherence to local and state codes, regulations, and standards. Attends to customers at the front counter, collects payments, and assists with other financial activities.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Attends to the counter and phones, receives and posts payments made to the City, and maintains accurate accounting of all funds received.
2. Periodically patrols the city and inspects various locations for compliance with applicable State and local codes, ordinances and governing regulations.
3. Responds to complaints of potential code violations related to signage, building occupancy, housing conditions, zoning and land use, various nuisances including animals, noise, dumping, clearing, polluting and all other code related matters that fall within the jurisdiction of the department.
4. Responds to standard and complex inquiries and provides general information to citizens regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
5. In collaboration with the City's Building Official and City may coordinate and provide oversight of trades inspections, permit process, and code enforcement activities. Works with engineers, contractors, other City departments, and the public to coordinate City projects, initiatives, and activities.
6. Oversees and participates in the processing of a wide range of permits from contractors and the general public including building and associated trades permit applications. Coordinates activities with the Building Official, schedules inspections, and reviews special use applications and zoning appeals. Calculates and collects the proper fees related to permits. Generates monthly permit reports for the County Assessor and City Administrator.
7. Assists property owners and the general public with compliance issues or general questions. Provides information and advice regarding code requirements.

8. Maintains a comprehensive record system for Building department activities. Ensures account information is accurate and up to date. Establishes, adjusts, transfers, and closes accounts as appropriate. Arranges for final reads and issues refunds according to established procedures.
9. Enters data in BS&A system, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents.
10. Researches various issues as assigned and makes recommendations to the Building Official and/or City Administrator, which will enhance public safety regarding building code and ordinance requirements.
11. Serves as a back-up to other City functions as operational needs demand, such as water tank maintenance and repair, and other functions as assigned.
12. Assists with preparing information for Boards, Commissions and other bodies as directed. Attends meetings and presents information as required.
13. Serves as a back-up to other City functions as operational needs demand.
14. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
15. Performs other related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- Preferred: An associate's degree or equivalent in business administration, public administration, or related field is required.
- Preferred: Two or more years of experience in building/zoning permits, or related municipal code enforcement, housing inspection or related activities required. Previous municipal experience preferred.
- Preferred: Experience in Michigan Construction Codes, BS&A Software for processing building permit applications (plumbing, electrical and mechanical) and all facets of Code Enforcement and building/code inspections.
- Preferred: Experience with conducting field inspections and familiarity with building codes and ordinances.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Excellent customer service skills, including responding diplomatically to customer and internal questions and complaints.
- Strong knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.

- Strong organizational skills and ability to prioritize and complete multiple projects and tasks.
- Knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Knowledge and understanding of the policies and procedures specific to building inspection operations.
- Skill in maintaining and updating accurate records, preparing reports, and evaluating complex information.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to learn and interpret local and state codes and ordinances and related laws and regulations.
- Ability to type, enter data, and complete mathematical computations with speed and accuracy.
- Ability to gather data, conduct research, and prepare accurate records and reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings and events outside of normal business hours and travel to other locations.
- This position may be required to respond to emergency calls during the non-regular scheduled work hours, including nights, weekends, and holidays. Some night meetings may also be required.

### **Physical Requirements and Work Environment:**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is occasionally required to travel to locations within the City and work outside the office at various events and community activities. The employee may be required to exert moderate physical activity setting up and tearing down for

events and lifting moderate to heavy items and/or equipment. The employee may be required to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

### **Selection Guidelines**

- Formal Application (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Assistant – Building Department and Code Inspection is an employee of the City of Lathrup Village, appointed by the City Administrator. The appointee is responsible to the City Administrator. The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.