

Building Department Manager
Alcona County, Mi

BUILDING DEPARTMENT MANAGER
BUILDING DEPARTMENT

GENERAL STATEMENT OF DUTIES: Shall supervise and control the activities of the Building Department and its personnel and is responsible for the planning, organizing, and managing the department.

SUPERVISION RECEIVED: Work is performed under the supervision of the Board of Commissioners and consultation of the Building official.

ESSENTIAL DUTIES:

- Directs and assigns work to the staff to ensure that thorough and timely inspections and plan reviews are conducted.
- Maintains an active working relationship with owners/developers during all phases of development.
- Ability to effectively lead a team, work with staff, and is responsible for the development and implementation of goals, objectives, policies and procedures for staff and the department to ensure a high performance, customer service-oriented work environment to achieve the department's objectives.
- Assists the Building official to explain, interpret, and provide guidance regarding all applicable codes and ordinances to architects, engineers, contractors, property owners, other departments and the public.
- Provides assistance, responds to requests and resolves complaints.
- Enters data, prepares, and maintains records, correspondence, and documentation.
- Answer inquiries from the public, contractors, staff, and other employees.
- Writes departmental reports, evaluations, and reviews inspection reports.
- Prepares departmental budget.
- Direct, coordinate and review the work for all building, rental and code enforcement services and activities.
- Assign work activities, projects, and monitor workflow.
- Review and evaluate work practices, methods, and procedures; meet with staff to identify and resolve problems.
- Work with employees to correct deficiencies and implement discipline as necessary.
- Building Department staff liaison for the appointed boards and commissions which includes attending meetings and providing technical and administrative support as required.
- Shall perform such other duties as are assigned from time to time by the Board of Commissioners.
- Other duties as needed to operate the department.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or GED.
- Seven or more years of experience as a Michigan licensed builder with supervisory role, education and experience.
- Registered with the State of Michigan as a licensed builder.
- Demonstrated administrative, leadership, and organizational skills; resourceful problem solving, troubleshooting and conflict resolution skills; exceptional interpersonal and communication skills.
- Possess successful techniques in assisting the building official for promoting necessary changes; thorough knowledge of applicable State and Federal laws/regulation; in-depth knowledge of Michigan Building Codes and related standards and the ability to apply this knowledge in the field and direct staff charged with the enforcement of such codes and standards; and an observable dedication to public service and the health and safety of the public.
- Knowledge of county buildings and related codes, zoning and ordinances.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Possess the ability to positively interact with other staff members, the public, contractors, and governmental entities.
- Ability to effectively communicate orally and in writing and follow professional protocol.
- Knowledge of modern administrative and general office procedures including English composition, spelling, grammar, and mathematics.
- Must be able to perform multi-task operations with frequent interruptions.
- Perform a variety of duties requiring use of critical thinking, independent judgment, and technical knowledge based on department policy.
- Considerable knowledge of computer software including but not limited to Microsoft Office. Ability to learn BS&A software and other specialized software as required.
- Ability to understand, delegate and execute complex oral and written instructions.
- Possess the traits of dependability, integrity, discretion and maintain confidentiality.

ADDITIONAL REQUIREMENTS:

- Must pass background check
- Valid State of Michigan driver's license

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. The job description is subject to change as the needs of the employer and requirements of the position change.

ABILITY REQUIREMENTS:

Exerting up to 50 pounds of force occasionally. Physical demand requirements are more than those for

sedentary work. Requires walking or standing, climbing stairs to a significant degree.

Type of physical demands usually associated with this classification:

Regularly use hands and fingers to handle, control or feel objects.

Squatting: lowering the body by bending leg. Stooping: bending body downward and forward by bending spine at the waist.

Hearing - Perceiving nature of sounds by ear. Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

- Acuity, far - Clarity of vision at 20 feet or more.
- Acuity, near - Clarity of vision at 20 inches or less.
- Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships to see objects where and as they are.
- Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- Color Vision - Ability to identify *and* distinguish colors.

The Worker is subject to inside and outside environmental conditions.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Performing for or working directly with the public - Performing for people or dealing directly with the public.

Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.