

Vacancy Posting

Charter Township of Garfield—Building Official

The Garfield Township Board of Trustees is seeking an experienced individual to be its next Building Official. Garfield Charter Township is in the Traverse City region of the northwest part of Michigan's Lower Peninsula. The Township covers 27 square miles and has a growing population of 20,000, making it the most populated community in Northern Michigan.

Responsibilities:

The Building Official administrates and interprets the adopted Building Codes and supervises or participates in the inspection of vacant, under construction, or occupied buildings, structures, and construction sites. The Building Official develops systems to maximize the Building Department's efficiency and achieve high-quality and safe development in the Township. The Building Official plays a pivotal role in regulating and enforcing codes that directly impact the design, construction, quality, use occupancy, and location of all buildings and structures.

Qualifications:

Interested candidates must currently have a state-required Building Official designation or have been registered as an inspector and plan reviewer for at least two years. High school completion plus a minimum of five years of relevant experience in building construction, inspection, and ordinance enforcement; comprehensive knowledge of building code enforcement principles and practices required.

For more detailed information,

Please visit: <http://www.garfield-twp.com/>

or contact consultant Chet Janik at 231-633-7680, cjanikmli@genesseisd.org

Salary:

\$85,000-\$100,000 with a comprehensive benefits package

The application deadline date is April 23, 2024

Building Official

GENERAL SUMMARY

Responsible for overall direction and management of the Building Department in the enforcement of building codes and related ordinances, the issuance of related permits within the Township to protect the health and safety of the public. Responsible for the supervision, evaluation, discipline, and recommending hiring and discharge of all building department personnel.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

1. Receives building permit applications; reviews, checks and examines construction plans, specifications and drawings to determine building code, site plan, and related ordinance compliance with State and local codes; issues building permits; maintains appropriate building permit records.
2. Maintains appropriate staffing to ensure work is completed in a timely manner; supervises and directs Building Inspectors, Building Department Clerk and outside Electrical, Mechanical and Plumbing Inspectors; oversees and examines building plans and installation plans for electrical, mechanical and plumbing; issues permits for new construction and improvements, occupancy, etc.; assigns inspections and participates in inspections to ensure compliance with State and local regulations.
3. Participates in building inspections and issues violation notices if needed to violators; conducts occupancy inspections on both new and existing buildings, and issues permits accordingly.
4. Provides information and counsel on building code requirements to residents, builders, architects, engineers, attorneys, and Township Board of Trustees.
5. Develops annual department financial budget and monitors throughout fiscal year; provides monthly reports to Township Board of Trustees regarding department activities.
6. Oversees proper maintenance of all applications, permits, plans and correspondence regarding buildings and plats within the Township; maintains files of flood plain permits and records.
7. Attends seminars and other continuing education classes as required by State of Michigan for maintaining required certification as Building Official; maintains ongoing awareness of construction trends/new materials through trade journals and attending seminars and trade conferences.
8. Processes applications to the construction Board of Appeals; attends construction Board of Appeals meetings to respond to questions.
9. Coordinates development and construction issues with Planning Department as necessary.
10. Prepares special reports and studies as requested by the Township Supervisor, or Township Board.

EDUCATION, FORMAL TRAINING AND EXPERIENCE (minimum requirements)

High school completion plus minimum 5 years of relevant experience in building construction, inspection and ordinance enforcement; Plan Review and Building Inspector and Building Official level designation by the State required; comprehensive knowledge of building code enforcement principles and practices required.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

1. Comprehensive knowledge of the theory, principles and techniques of the building process, and of federal, state and local laws, ordinances and codes pertaining to a wide variety of topics.
2. Communication and interpersonal skills to deal effectively with Township office staff at all levels, property owners, State and local government representatives, builders, contractors, and general public.
3. Supervisory skills to effectively lead building inspection and ordinance enforcement staff toward achieving departmental goals.
4. Ability to independently plan, organize, and schedule work; ability to concentrate and pay close attention to details. in an environment where interruptions may occur; requires high level of analytical skill as well as ability to comprehend, interpret, and process detail information and data.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

CONDITIONS OF EMPLOYMENT (minimum requirements – 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.

PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS

- Work is typically performed in an office environment but is often conducted out-of-doors at development sites. Exposure to occasional inclement weather and normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms may be required. A moderate amount of local travel is required.
- Must possess the ability to independently organize, schedule and complete assigned work to meet established deadlines in an environment with many frequent interruptions.
- The ability to sit, stand, talk, and hear is required. May be required to reach with hands and arms and lift/move up to 50 pounds (such as a box of paper) in the office environment.
- Out-of-doors work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping, and reaching; and lifting of light to moderately heavy items.

CERTIFICATIONS, LICENSES (minimum requirements)

- State Building Official Certification
 - State Certified Building Inspector
 - State Certified Plan Reviewer
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive.

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CHARTER TOWNSHIP OF GARFIELD

Grand Traverse County, Michigan

is recruiting for a

BUILDING OFFICIAL

OUR COMMUNITY

Garfield Charter Township is in the Traverse City region of the northwest part of the Lower Peninsula of Michigan. The Township covers 27 square miles and has a growing population of 20,000, making it the most populated community in Northern Michigan.

The Township is projected to have a population of 25,000 by 2030 and has a current State Equalized Value of over \$1.6 billion. Over \$250 million of investment has been made in the last three years.



At the center of Michigan's most popular resort area, the Township enjoys a temperate climate, moderated by Lake Michigan and Grand Traverse Bay. The area is well known for cherry orchards and vineyards. The spectacular natural environment, miles of trails, neighborly communities, extensive shoreline, and being in the midst of the great outdoors, offer living at its best.

At the heart of the Township is the Boardman River, a blue-ribbon trout stream, that also offers canoeing and kayaking. In contrast there are abundant urban amenities including a wide variety of restaurants, micro-breweries, wineries, entertainment, and shopping.

The area abounds with cultural and social activities including the National Cherry Festival and the Interlochen Center for the Arts. The area is home to Northwestern Michigan College, Munson Medical Center, a Top 100 hospital, and the third-busiest airport in Michigan, Cherry Capital.

OUR MISSION STATEMENT

As neighbors, we work together to create a community where our residents and businesses thrive, our natural resources are protected and enjoyed, our visitors are welcomed and appreciated, and our high quality of life is promoted.

OUR GOVERNMENT

The Garfield Township Board of Trustees is the legislative body and discharges its duties as federal and state law requires. It is the function of the Board to set policy for the Township, adopt and monitor an annual budget, equalize property tax assessments, set fees, contract for a yearly audit of all township funds, and implement the recommendations of its auditing firm to ensure the legal and efficient use of tax dollars.

The Township Board is responsible for setting staffing levels and developing policies and strategic goals. The Board also adopts ordinances and enters into contracts and agreements on behalf of the Township.

The Township is in excellent financial standing and represents many years of good governance and administration. Employees are talented, often long tenured, and very committed to the community.



OUR IDEAL CANDIDATE

We are seeking a Building Official that possesses a complement of skills and knowledge in construction codes. You are an organized, team-oriented professional with the ability to manage operations, make independent decisions, and work in collaboration with others. You respond appropriately to the public and assist in maintaining a department culture that is valued and trusted by the community.



CANDIDATE REQUIREMENTS

Interested candidates must currently have a state-required Building Official designation or have been registered as an inspector and plan reviewer for at least two years. High school completion plus minimum 5 years of relevant experience in building construction, inspection, and ordinance enforcement; comprehensive knowledge of building code enforcement principles and practices required.

The Building Official must be dedicated to safeguarding the health, safety, and public welfare by regulating and enforcing the codes regarding the design, construction, quality, use occupancy, and location of all buildings and structures. The Building Official accomplishes this through educating and assisting citizens through teamwork, expertise, and communication in an ethical and professional manner.

The Building Official administrates and interprets the adopted Building Codes and supervises or participates in the inspection of vacant, under construction, or occupied buildings, structures, and construction sites. The Building Official develops systems to maximize the Building Department's efficiency and achieve high-quality and safe development in the Township. It is the duty of the Building Official to:

- Prior to issuance of a permit, oversee the application process.
- Review all applications, construction plans, and building specifications to ensure that all building code and ordinance requirements are complied with.
- Check for violations of state and local codes and the proper licensing of those individuals installing building components.

- Provide assistance, leadership, direction, and motivation to the administrative and inspection staff.
- Conduct or supervise the preparation of a variety of studies, reports and recommendations and coordinates departmental record-keeping activities.
- Issue violation notices or stop-work orders when code violations are observed.

COMPENSATION & BENEFITS

The salary range for this position is \$85,000 to \$100,000 and will depend on qualifications and experience. Benefits include comprehensive medical, dental, vision, life insurance, professional development, retirement plan contributions, holiday, vacation, and sick leave. Great work environment with four-day work week.

HOW TO APPLY

E-mail your cover letter and resume in PDF format to cjanikmli@geneseeisd.org with subject line: **Building Official Application** by April 23, 2024.

Mailed resumes can be sent to:

Building Official Search
c/o Chet Janik
Garfield Township Human Resource Office
3848 Veterans Drive
Traverse City, MI 49684

Questions should also be directed to Consultant Chet Janik at cjanikmli@geneseeisd.org or (231) 633-7680.



TENTATIVE SELECTION SCHEDULE

Applications will be screened the week of April 29. The first round of formal interviews will occur the week of May 6, 2024. The final round of interviews (in-person) will be held the week of May 13, 2024. The identification of the preferred candidate will be made shortly after that.

For further information about the Township, visit the Charter Township of Garfield website at: <http://www.garfield-twp.com/>

For more information about the region, visit the Traverse City Tourism website at: <https://www.traversecity.com/>