

**Houghton County, Michigan
Position Description**

Position Title: Houghton County
Building Official

Status: Salaried, Exempt

Department: Building Department

Reports To: County Board of Commissioners

Date: October 2025

Summary of Position:

The employee examines commercial, industrial and residential building plans for compliance with the building codes; inspects new construction work in progress for compliance with the codes. Inspects existing buildings for possible building code violations; prepares inspection reports; issues warnings and violations; appears in court and testifies as an expert witness.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Industrial and residential rehabilitation programs, enforcement of codes
2. Answer questions from the public and works with the public, residents, owners, occupants and business operators to obtain compliance with the codes
3. Employee in this classification may perform the general duties of a Code Enforcement Officer

Minimum Training and Experience Required to Perform Essential Job Functions

- Building Inspector License Requirements
 - A residential builder's license issued by the state and 6 years of experience immediately preceding application in any 1 or more of the following:
 - A contractor in general building construction as a contractor.
 - A skilled trades worker.
 - An individual who was in charge of structural construction.
 - A license as a building inspector from other states or foreign countries with inspector experience in building construction. Must provide requirements for licensure prior to approval from the department

- Seven years of experience in general building construction in any 1 or more of the following:
 - A building contractor.
 - A person in charge of general building construction.
 - A project manager, superintendent, supervisor, or foreman actively engaged in general building construction immediately preceding submission of application.
 - A skilled worker in structural carpentry, structural masonry, structural steel erection, or structural concrete construction who has been actively engaged in the general building construction field immediately preceding application.
 - A current license as an architect or engineer under article 20 of the occupational code, 1980 PA 299, MCL 339.2001 to 3393.014
- Building Plan Reviewer Requirements
 - A residential builder's license issued by this state and 6 years of experience immediately preceding application in any 1 or more of the following professions:
 - A general building construction as a contractor.
 - A skilled trades worker
 - A person in charge of structural construction
 - A license as a building plan review from another state or foreign country with plan reviewer experience in building construction. Must provide requirements of licensure before receiving approval from the department.
 - Seven years of experience in general building construction in 1 or more of the following professions:
 - Contractor
 - A skilled trades worker.
 - An individual who was a person in charge of structural construction.
 - Must also possess 2 years of experience as a journey level, structural, construction or skilled trades worker including as a carpenter, brick layer or mason, or a steel worker.
- Valid driver's license.
- Ability to pass a background check and drug screening.
- Logical, clear, and concise written and verbal communication skills.
- Ability to take ownership of assigned tasks, projects, and responsibilities.
- Be able to use independent judgment and discretion in the best interests of the organization.
- Exert initiative and ability to work independently and as a member of a team.

- Ability to learn new software, hardware, and to stay up-to-date with the industry.
- Ability to adapt and learn new concepts.
- Ability to troubleshoot in unfamiliar environments.
- Ability to manage projects and meet timelines.
- A person who has obtained a degree or certificate in a recognized curriculum from an institution of higher education in a construction-related field shall receive not more than two years of experience for a four-year degree and not more than one-year experience for a two-year degree as required in sub-rule (1) (a) of this rule for registration as a provisional building inspector.

Houghton County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date