

PUBLIC NOTICE

Addison Township is seeking a Part-Time, as needed, Building Official/Inspector.

General Purpose: To respond to general questions as Building Official, review plans, review applications and process accordingly. Building Official/ Inspector to inspect all projects issued by a building permit and process accordingly.

Qualifications: All state required and mandated licenses and courses for Building Official and Building Inspector. Please submit with your resume. Depending on the qualifications and resumes received this may be a one- or a two-person position.

For more information visit the Township website addisontownshipmi.gov under employment to view the full job agreement. All resumes must be submitted to jmartel@addisontownshipmi.gov by February 24, 2024 with possible Board action March 17,2024

Bruce Pearson
Addison Township Supervisor
Publish December 6, 2024



Addison Township

1440 Rochester Rd.
Leonard, MI 48367

AddisonTownshipmi.gov
248.628.5409

Description: Part-Time, as needed, Building Official/Inspector

Company Overview: The Township of Addison is a bedroom community with a population of 6256 located in northeast Oakland County. It is known for large lots, parcels and small farms. We are in close proximity to larger communities.

At Addison Township, we value attentive service to our residents or applicants, with diversity, excellence, fiscal responsibility, humility, and safety in mind.

General Purpose: To respond to general questions as Building Official, review plans, review applications and process accordingly. Building Official/ Inspector to inspect all projects issued by a building permit and process accordingly.

Qualifications: All state required and mandate licenses and courses for Building Official and Building Inspector. Please submit with your resume. Depending on the qualifications and resumes received this may be a one- or a two-person position.

Salary: The building official/inspector receives 75% of the permit or application received by the Township. Plus, trip fee and mileage. Separate wage for an hourly as needed basis, as requested, by the Supervisor. This position(s) receives 6% of matching wages to MERS and is the only benefit available.

Questions regarding the position should be referred to the Supervisor office by email at jmartel@addisontownshipmi.gov. All applicants are subject to a 10-drug screen panel test prior to accepting the position and in the final stages of the hiring process. Those who test positive may reapply for employment in the future. Addison Township is an Equal Opportunity Employer (EOE).

The Township does not provide a company vehicle. The building official/inspector must provide their own reliable vehicle with insurance as outlined in the agreement.

For more information you must go to the website below addisontownshipmi.gov under careers to view the full job agreement. All resumes must be submitted to jmartel@addisontownshipmi.gov by February 24, 2024 with possible Board action March 17, 2024. The Township reserves the right to reject all inquiries and re-advertise.

Bruce Pearson
Addison Township Supervisor
Published December 6, 2024



PART TIME NON-EXEMPT AT WILL BUILDING INSPECTOR AGREEMENT

This Agreement, dated _____ between the Township of Addison, located at 1440 Rochester Road, Leonard, Michigan 48367 (“Township”) and _____, and operating at 1440 Rochester Rd. Leonard, MI. 48367, and BI states the following:

WHEREAS, the Township represents it has the authority to enter into and be bound by the terms and conditions of this agreements; and

WHEREAS, the BI represents he has the authority to enter into and be bound by the terms and agreement.

WHEREAS, the Township and the BI wish to enter into this Agreement to govern this at-will employment relationship.

NOW, THEREFORE, the Township and the BI do hereby agree as follows with both parties acknowledging and consenting to the adequate and beneficial consideration set forth herein.

1. **Term**. The Township employs the BI as an “at will” employee. It is understood that the BI serves at the pleasure of the Township for a time period not to exceed 6 months.
 - a. Employment under this Agreement is at-will by the Township, with two (2) weeks written notice. The BI may terminate this Agreement with two (2) weeks written notice to the Township. The BI acknowledges that there is no reasonable expectation of continued of employment with the Township implied or otherwise stated in this Agreement.
 - b. The BI shall schedule and undertake a pre-employment physical with drug screening and obtain a doctor’s certification that BI is physically ready and able to perform the job scope of BI.
 - c. The BI shall submit to the Township all required certifications and applicable HR forms prior to starting date.
2. **Job Scope**. Township and BI agree that BI shall faithfully and fully carry-out the job scope as set forth on the BI Job Description attached hereto as Exhibit 1, and incorporated by reference fully herein. The BI acknowledges, promises and agrees that the representations made to the Township in response to the Township’s request for employment as BI are true and accurate and such responses from the BI are attached hereto as Exhibit 2, and incorporated by reference fully herein.
3. **Salary**. The BI rate of pay shall be agreed to between the parties to this agreement, subject to adjustment, from time to time, at the sole discretion and direction of the Township. It is understood and agreed that the salary shall, at the execution of this Agreement, include the following:
 - a. All wages shall be based on the inspection fees collected. The BI shall receive 75% of the application fees. Payments made to the BI by the Township shall be with three

PART TIME NON-EXEMPT AT WILL BUILDING INSPECTOR AGREEMENT

installments or based on the number of inspections required for the permit.

- b. Payments are payable bi-weekly or in accordance with the current accounting practices of the Township. All requests for payments by the BI must include a total with support documentation approved by the Supervisor and submitted to the Clerk the Friday the next before pay period and must be submitted no later than Monday by 9:00 a.m. before the next pay period.
- c. Mileage shall be submitted on an approved mileage form listing each trip and mileage. Mileage will be based on the IRS rates. All mileage requests must be approved by the Supervisor and submitted to the Clerk. All mileage requests must be submitted during the applicable fiscal year in which the mileage was incurred.
- d. All in person meetings shall be considered as an inspection fee including the travel fee with all information from the applicant submitted 7 days prior to such meeting. The rate is 75% of the inspection fee and 50% of the travel fee.
- e. All requests from the Supervisor or Supervisor's designee for meetings, court appearances or other official proceedings shall be at the Township hourly rate which shall be set at the current at \$34.86 per hour.

4. Hours of work.

- a. The BI is not required to maintain regular office hours but must be available to the public as requested. The BI must be available to the Building Official as requested.
- b. Benefits: There are no benefits for Part Time Employees.
- c. Holidays: There are no paid holidays for part time employees.
- d. PTO There are no paid vacation days for part-time employees.
- e. Mandatory participation in the MERS program with 90 probationary period.

5. **Response.** It is understood, required and agreed that the BI shall, at all times, be available to respond to the Supervisor or Administration in a timely manner.
6. **Vehicle.** BI will supply his own vehicle for inspections and other travel under this agreement. Insurance will be carried in the amount of \$1,000,000.00 for general liability purposes. Proof of insurance shall be on record with the Building Official submitted prior to first day of inspections and all subsequent renewals shall be presented.
7. **Books and Records.** Books and Records: The BI agrees and acknowledges that all books, records, notes, files, and similar data and information used by the BI, or others employed by the Township, during the course of employment, are the property of the Township. Upon any

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termination or departure of the BI for whatever reason, the aforementioned items shall remain the property of the Township. Said items shall not be removed or copied in whole or in part by said part time office assistant, at any time prior to, or after, such termination or departure, nor be used in any way for the benefit of any person or business, except the Township. All such documents shall upon termination or departure of the part time BI returned to the Township, forthwith, and the Township shall have the right of specific performance to obtain such documents. The BI shall be granted the right to examination of, and reference to, any personal notes surrendered upon termination, for the purpose of personal defense, or other required testimony in a civil or criminal proceeding.

8. **Compliance:** The BI agrees to be bound by all provisions and future amendments of the operating laws and bylaws of the Township of Addison, Township of Addison Ordinances and Township of Addison Employee Manual. This is a fully integrated Agreement and supersedes as a matter of law any and all prior communications.
9. **Physical Requirements:** The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear, and perform repetitive motions which permits the BI to discern and dispense verbal instructions and interact with the general public; to comprehend written materials, discern, supervise and react to physical activities; to operate office equipment; and use a computer. The ability to withstand all Michigan weather conditions for electrical inspections. Ability to walk for extended periods, walk in adverse weather conditions, stand for long periods, move objects weighing a minimum of 20 pounds to 30 pounds. Anything above 30 pounds the BI shall alert the Building Official that assistance is required and the BI shall not lift the object.
10. **Special Requirements:** a Valid Michigan driver's license and good driving record. No felony convictions. Driving and criminal background checks will be completed. A reliable car that all repairs and maintenance is employee's responsibility. Must be able to provide reliable own transportation. Willingness and the ability to work flexible schedule including an occasional evening. Pass the drug screening and physical.
11. This Agreement shall be deemed to be mutually drafted.
12. This Agreement contains all of the terms and conditions of the contractual relationship between the parties, and no amendments or additions to this Agreement shall be binding unless they are in writing and signed by both the Township and the BI.
13. This Agreement shall be binding upon the parties, their legal representatives, successors, and assigns and shall be deemed to be mutually drafted.
14. The captions or headings of this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of this Agreement or any of its sections, nor do they in any way affect this Employment Agreement.
15. The BI shall comply with all reporting and recording requirements regarding compensation expenditures and benefits provided by the Township under the U.S. Internal

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Revenue Code, as amended, and any of its rules and regulations.

16. The invalidity of all or any part of any sections, subsections, or paragraphs of this Agreement shall not invalidate the remainder of this Agreement or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.

WITNESSES:

TOWNSHIP OF ADDISON

By: _____

Its: _____

Building Inspector

By: _____

Dated: _____, 2024

EXHIBIT 1

PART TIME NON-EXEMPT AT WILL BUILDING INSPECTOR AGREEMENT

GENERAL JOB DESCRIPTION FOR THE TOWNSHIP OF ADDISON PART TIME NON-EXEMPT BUILDING INSPECTOR (BI)

The BI shall be classified as an appointed part time employee for the Township of Addison. The BI shall be bound by the Township Employee Manual as amended from time to time.

- a) The BI shall be accountable the Township of Addison for the efficient and effective operation of the Building Department as the BI, and for the building department's compliance with all applicable laws, ordinances and policies. BI shall report directly to Addison Township Supervisor and Building Official or the Administration.
- b) The Township of Addison Supervisor or designee shall be responsible for all disciplinary actions, reprimands and personal employment issues related to the BI and his employment.
- c) The BI shall plan, organize, direct and administer the operations of the Building Department concerning the BI duties.
- d) The BI shall relate to the building department's personnel in a professional manner and the Township equipment in accordance with a budget and with adherence to all applicable purchasing requirements of the Township of Addison.
- e) The BI shall develop plans and make recommendations to Administration or the Township Board to meet the long-term needs for future growth, record retention requirements and development of the electrical inspector duties.
- f) The BI shall file a report monthly to the Township Board on department activities including type of permits and the number of permits issued.
- g) The BI shall ensure that all equipment used for BI duties and Township buildings are properly maintained in accordance with the applicable laws.
- h) The BI shall submit a time card. All requests for payments must include a total with support documentation approved by the Supervisor/Building Official and submitted to the Clerk within the time frame as previously noted. The current applicable rate is 75% of the permit fee. Payroll is on a bi-weekly basis.
- i) Mileage shall be issued as IRS establishes and on an approved form.
- j) The BI is responsible and must maintain all licensing as required by law. These licenses shall be submitted and posted (to the Building Official) as required by law.

Per employee manual Chapter 3, Section C; upon notification and approved supplemental employment, the employer will pay 50% of licensing fees and continuing education fees. All requests for reimbursement must be within the fiscal year as appropriated if more than one other

PART TIME NON-EXEMPT AT WILL BUILDING INSPECTOR AGREEMENT

entity it shall be prorated accordingly.

- k) The BI is an “at will employee” for all purposes under Michigan Law.
- l) The BI shall have and maintain valid state certifications.

The above statements are intended to describe the general nature and level of work performed. The general nature of the service maybe modified from time to time. The employee maybe expected to perform other duties.

I have read the Building Official agreement and general job descriptions. I fully understand the contents and agreed to abide with the contents of the agreement and general job description.

Date _____
Employee _____
Printed _____

Date _____
Supervisor _____
Printed _____

The Township of Addison is accepting resumes for a temporary part time non-exempt at will electrical inspector (BI) in the Building Department. Applicant must possess a minimum two-year

PART TIME NON-EXEMPT AT WILL BUILDING INSPECTOR AGREEMENT

college degree, a professional certification or satisfactorily demonstrate building inspector experience with proper certification. Applicant must be computer literate. Applicant must be organized, daily punctuality, self-motivated possess a reliable car. Applicant must enjoy working with and assisting persons in a friendly and professional manner. The position includes but is not limited to customer service, knowledgeable with state building code and cannot exceed 29 hours per week. Hours are discretionary of your immediate supervisor and based on permits and the number of inspections. The Township of Addison reserves the right to allocate or modify hours without notice. All positions and employment are considered at will employment. The position is not eligible for benefits or paid time off. Please be advised that applicant will be required to pass a pre-employment drug screen and physical. The Township of Addison is an equal opportunity employer

Job Title: PART TIME NON-EXEMPT AT WILL PART TIME AT WILL Building Inspector (BI) for the Building Department.

Hours: To be determined by the Supervisor, Building Official or number of inspections not to exceed 29 hours per week. Hours are discretionary and determined by permits.

Immediate Supervisor: Supervisor Pearson
Classification: Part-Time At Will Non- Exempt Employee

Wages: 75% of permit
Benefits: Part Time At will BI will not be eligible for benefits as defined in the employee manual or resolution. Employee is eligible for mandatory participation with MERS as defined by Township Policy.

I have read the complete agreement, understand the agreement and will comply as such.

_____ Employee _____ Date

BUILDING OFFICIAL AGREEMENT

This Agreement, dated _____ between the Township of Addison, located at 1440 Rochester Road, Leonard, Michigan 48367 (“Township”) and _____, and operating at 1440 Rochester Rd. Leonard, MI. 48367 . the Building Official (BO) and states the following:

WHEREAS, the Township represents it has the authority to enter into and be bound by the terms and conditions of this agreements; and

WHEREAS, the BO represents he has the authority to enter into and be bound by the terms and Agreement, and

WHEREAS, the Township and the BO wish to enter into this Agreement to govern the at-will employment relationship, with both acknowledging and agreeing to an “at will” employment relationship.

NOW, THEREFORE, the Township and the BO do hereby agree as follows with both parties acknowledging and consenting to the adequate and beneficial consideration set forth herein.

1. **Term**. The Township employs the Building Official “at will” for a time period not to exceed 6 months. It is understood that the Building Official serves at the **sole** pleasure of the Township and this Agreement.
 - a. Employment under this Agreement is at-will with two (2) weeks written notice at the sole discretion of the Township. The Building Official may terminate this Agreement with two (2) weeks written notice to the Township. The Building Official acknowledges that there is no reasonable expectation of a continued employment with the Township implied, intended or otherwise stated in this Agreement.
 - b. The Building Official shall schedule and undertake a pre-employment physical and obtain a doctor’s certification that Building Official is physically ready and able to perform the job scope of Building Official. The Supervisor has authorized an extension due to emergency nature of employment to ASAP and no later than 14 days from the execution of this agreement or the Supervisor has the right to terminate this agreement.
 - c. The Building Official shall submit to the Township all required certifications and applicable HR forms prior to the starting date.
2. **Job Scope**. Township and Building Official agree that Building Official shall faithfully and fully carry-out the job scope as set forth on the Building Official Job Description attached hereto as Exhibit 1, and incorporated by reference fully herein. The Building Official acknowledges, promises and agrees that the representations made to the Township in responses to the Township’s request for employment as Building Official are true and accurate and such responses from the Building Official are attached hereto as Exhibit 2, and incorporated by reference fully herein.
3. **WAGES**. The Building Official wages shall be agreed to between the parties **and shall be** subject to adjustment, from time to time, at the sole discretion and direction of the Township.

BUILDING OFFICIAL AGREEMENT

It is understood and agreed that the wages shall, at the execution of this Agreement, include the following:

- a. The Building Official shall receive 75% of the value of the building permits/applications. For any permits /applications, including any Zoning Compliance Permit/Applications (ZCP), where there is a review with charges by the planner, the fees shall be 50% planner, 25% Building Official and 25% Township. Where there is a ZCP issued by the Ordinance Officer, if any, the fee shall be 50% Planner and 50% Township. If no fee is incurred from the planner the Township retains the fee collected as cost recovery.
- b. Applications such as ZBA, wetlands review, wetland review for land division will be \$125 for the Building Official shall receive 75%.
- c. Any in person meetings shall be considered as an inspection fee including the travel fee with all information from the applicant submitted 7 days prior to such meeting. The rate is 75% of the inspection fee and 50% of the travel fee.
- d. Any requests from the Supervisor or designee for meetings, court appearances or the like shall be at the Township hourly rate, currently at \$34.86 per hour.
- e. The Building Official will be available to respond to inquiries by email or phone, includes text messaging.
- f. Mileage shall be submitted on an approved mileage form listing each trip and mileage. Mileage will be based on the IRS rates and eligibility. Mileage to and the Township Office is not refundable. Mileage must be submitted in a timely fashion and in the current fiscal year. Payment will be in accordance with the current accounting practices of the Township. Currently checks are issued twice a month.
- g. For payroll and HR purposes a time card and or Inspector Payment Request form shall be submitted with hours using the forms provided by the building dept.

4. Hours of work.

- a. The Building Official shall be available to the public as needed and will not have set office hours.
- b. Benefits: There are no benefits for this position.
- c. Holidays: There are no paid holiday for this position
- d. .PTO or vacation: There are no paid vacation days for this position.
- e. There is no health care benefits for this position.

BUILDING OFFICIAL AGREEMENT

- f. There is a mandatory MERS benefit after the 90-day probationary period for this position.
5. **Response.** It is understood, required and agreed that the Building Official shall, at all times, be available to respond to the Supervisor or Administration in a timely manner. The Building Official shall work with the Clerk in conjunction with planning and zoning issues.
6. **Vehicle.** Building Official will supply his own vehicle for inspections. Insurance will be carried in the amount of 1,000,000.00 for general liability purposes. Proof of insurance shall be on record with any renewals and submitted to the Supervisor.
7. **Books and Records.** The Building Official agrees and acknowledges that all books, records, notes, files, and similar data and information used by him, or others employed by the Township, during the course of his employment, are the property of the Township. Upon any termination or departure of the Building Official, for whatever reason, the aforementioned items shall remain the property of the Township. Said items shall not be removed or copied in whole or in part by said Building Official at any time prior to, or after, such termination or departure, nor be used in any way for the benefit of any person or business, except the Township. All such documents shall upon termination or departure of the Building Official, be returned to the Township, forthwith, and the Township shall have the right of specific performance to obtain such documents. The Building Official shall be granted the right to examination of, and reference to, any personal notes surrendered upon termination, for the purpose of personal defense, or other required testimony in a civil or criminal proceeding.
8. **Compliance.** The Building Official agrees to be bound by all provisions and future amendments of the operating laws and bylaws of the Township of Addison, Township of Addison Ordinances and Township of Addison Employee Handbook.
9. This is a fully integrated Agreement and supersedes as a matter of law any and all prior communications.
11. This Agreement shall be deemed to be mutually drafted.
12. This Agreement contains all of the terms and conditions of the contractual relationship between the parties, and no amendments or additions to this Agreement shall be binding unless they are in writing and signed by both the Township and the Building Official.
13. This Agreement shall be binding upon the parties, their legal representatives, successors, and assigns and shall be deemed to be mutually drafted.
14. The captions or headings of this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of this Agreement or any of its sections, nor do they in any way affect this Employment Agreement.
15. The Building Official shall comply with all reporting and recording requirements regarding compensation expenditures and benefits provided by the Township under the U.S. Internal Revenue Code, as amended, and any of its rules and regulations.

BUILDING OFFICIAL AGREEMENT

16. The invalidity of all or any part of any sections, subsections, or paragraphs of this Agreement shall not invalidate the remainder of this Agreement or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.

17. This agreement takes effect for all building/zoning permits issued on _____ 2024 and until further agreed amendments. All permits issued by the prior the current Building Official shall receive the permit funds accordingly.

WITNESSES:

TOWNSHIP OF ADDISON

By: _____
Its: _____

BUILDING OFFICIAL

By: _____

Dated: _____, 2024

GENERAL JOB DESCRIPTION FOR THE TOWNSHIP OF ADDSION BUILDING OFFICIAL

The Building Official (Building Official) shall be classified as an appointed part time non-exempt department head employee for the Township of Addison. The Building Official shall be bound by the Township Employee Manual as amended from time to time.

- a) The Building Official shall be accountable the Township of Addison for the efficient and effective operation of the department, and for the department's compliance with all applicable laws, ordinances, and policies. Building Official shall report directly to Addison Township Supervisor or the Administration.
- b) The Township of Addison Supervisor or designee shall be responsible for all disciplinary actions, reprimands and personal employment issues related to the Building Official and his employment.
- c) The Building Official shall plan, organize, direct, and administer all operations of the Building Department including but not limited to Building Inspector, Ordinance Official, Building Consultant, and, Zoning Board of Appeals Consultant.
- d) The Building Official shall manage the department's personnel or Township inspectors, supplies, and equipment in accordance with a budget and with adherence to all applicable purchasing requirements of the Township of Addison.
- e) The Building Official shall develop plans and make recommendations to Administration or the Township Board to meet the long-term needs for future growth, record retention requirements and development of the department.
- f) The Building Official shall file a report monthly to the Township Board on department activities including type of permits. The number of permits issued. A separate Ordinance enforcement report with actions taken shall be submitted to the Board.
- g) The Building Official is responsible for providing and supervising, directly or indirectly all inspectors. The Building Official shall verify and is responsible for monitoring, assuring accuracy, submitting, and approving all inspectors time cards/request for payment prior to submitting invoice to the Clerk.

- h) The Building Official shall ensure that all equipment and Township buildings are properly maintained in accordance with the applicable laws.
- i) The Building Official shall monitor department personnel performance and take steps to correct any problems.
- j) The Building Official shall submit a time card showing the current draw amount and current commission amount on a bi-weekly basis. The time card must be signed, prior to submitting for processing at the Clerk's office, by the Addison Township Supervisor (or designee).
- k) The Building Official is responsible for monitoring, assuring accuracy, submitting, and approving all inspectors' time cards.
- l) Any other duty or task as maybe assigned from time to time by the Addison Township Supervisor, Administration or Township Board as a whole.
- m) The Building Official is responsible and must maintain all licensing as required by law. These licenses shall be posted as required by law. The minimum licensing requirements are:
 - a. Building Official
 - b. Building Inspector
 - c. Plan Reviewer

Per employee manual Chapter 3, Section C; upon notification and approved supplemental employment the employer will only pay 50% of licensing fees. If fees for continuing education were paid for employee reimbursement for that year of licensing expected and required. If more than one other account the fees will be prorated accordingly.

- n) The Building Official is an "at will employee" for all purposes under Michigan Law.

The above statements are intended to describe the general nature and level of work performed. The general nature of the service maybe modified from time to time. The employee maybe expected to perform other duties.

This is not an exhaustive list and a limited description of job duties. The Supervisor or Township Board for Addison Township reserves the right to modify the job description at any time. It is understood that all transactions are kept confidential to the extent as allowed by law.

Books and Records: The Building Official agrees and acknowledges that all books, records, notes, files, and similar data and information used by Building Official or others employed by the Township, during the course of employment, are the property of the Township. Upon any termination or departure of the Building Official or whatever reason, the aforementioned items shall remain the property of the Township. Said items shall not be removed or copied in whole or in part by said Building Official at any time prior to, or after, such termination or departure, nor be used in any way for the benefit of any person or business, except the Township. All such documents shall upon termination or departure of the returned to the Township, forthwith, and the Township shall have the right of specific Building Official performance to obtain such documents. The Building Official shall be granted the right to examination of, and reference to, any personal notes surrendered upon termination, for the purpose of personal defense, or other required testimony in a civil or criminal proceeding.

Compliance: The Building Official agrees to be bound by all provisions and future amendments of the operating laws and bylaws of the Township of Addison, Township of Addison Ordinances and Township of Addison Employee Manual.

Physical Requirements:

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear, and perform repetitive motions which permits the employee to discern and dispense verbal instructions and interact with the general public; to comprehend written materials, discern, supervise and react to physical activities; to operate sports and office equipment; and to supervise recreational and sports activities and facilities. Ability to perform physical work, sometimes under adverse conditions or in inclement weather. Ability to walk for extended periods, stand for long periods, move objects weighing a minimum of 20 pounds to 30 pounds or assisting the public as necessary. Anything above 30 pounds the Building Official shall alert the Supervisor that assistance is required.

Licenses, and Certifications

All required state Licenses and certifications required for this position.

Valid Michigan driver's license and good driving record. No felony convictions. Driving and criminal background checks will be completed.

Proof of proficiency in use of Microsoft Word, Access, Excel, Power Point and Publisher.

Must be able to provide own transportation if needed.

Willingness and ability to work flexible schedule including an occasional evening or weekend for a planned event.
Pass the drug screening and physical.

I read and understand the above job description. I agree to the terms to the job description.

_____ Date _____
Employee Signature

Printed Name

_____ Date _____
Supervisor Signature