Bear Creek Township
373 North Division Road
Petoskey, Michigan 49770
Phone: 231-347-2455 Fax: 231-347-0736
Email: clerk@bearcreektownshipmi.gov

BEAR CREEK TOWNSHIP
EMPLOYMENT OPPORTUNITY

APPLICATIONS ARE AVAILABLE ONLINE AT www.bearcreektownshipmi.gov/job-postings

Position Title: **Building Inspector**
Department: **Building Department**
Supervised by: **Building Official**
Position Type: **Part-Time (24 to 30 hours per week)**
Compensation: **Up to $28.84/hr**
Wage dependent on qualifications and experience

Position Summary:
Under the supervision of the Building Official, performs inspections and plan reviews to ensure enforcement of the Township's building codes and to maintain compliance with other related ordinances enforced by the Building Department.

Required Minimum Qualifications:

- A high school diploma, or equivalent supplemented by vocational training in engineering techniques, construction technology or a related field.
- 2+ years' experience in code enforcement, construction inspection, or related field or any combination of education and experience which would qualify the individual for registration as a building inspector and plan reviewer under the rules of Act 54 of the Public Acts of 1986 & the Skilled Trades Regulation Act.
- Thorough knowledge and understanding of state and local building codes, zoning ordinances and related laws.
- Skill in reviewing and interpreting site plans, blueprints, specifications, and complex construction drawings.
- Must have a valid Michigan Vehicle Operator's License.
- Must obtain the plan reviewer and inspector certifications within 6 months of the date of hire.
- Basic Computer Skills.
- Ability to learn and use the Building Department's permit software.

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 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. Reviews construction plans, permit applications, specifications, and blueprints of new construction and structures undergoing remodeling or a change in use, for compliance with building codes and ordinances.

2. Travels to construction sites and inspects work-in-progress, from initial building foundations to final approval. Assures conformity to all applicable codes and ordinances, while examining material content and evaluating work methods. Seeks compliance if irregularities are found and issues instructions for correction.

3. Explains, interprets, and provides guidance regarding all applicable building codes and planning issues to contractors, developers, property owners, and the public. Provides assistance to resolve complaints and disagreements regarding construction-related issues.

4. Ensures that construction work covered by the building code is constructed with the appropriate permits.

5. Completes requisite paperwork and maintains records of inspections conducted. Also updates the departmental permit database daily.

6. Keeps updated on professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate. Must maintain all required registrations and licenses.

7. Confers with Building Official on noncompliance cases, prepares detailed reports and may assist in preparing litigation as needed.

8. Performs related work as required. Duties and responsibilities may be added, omitted, or modified at any time.

9. Provides superior customer service by phone and in person. Offers information and assistance on permits, permit applications, inspections, records, fees, and other routine questions, complaints, or requests for service.

TO APPLY:

AT THE TIME OF APPLICATION, YOU MUST SUBMIT THE DOCUMENTS BELOW TO clerk@bearcreektownshipmi.gov or mail to: ATTN: Clerk
Bear Creek Township
373 N. Division Road
Petoskey, MI 49770

1. Completed official Bear Creek Township Employment Application (found at www.bearcreektownshipmi.gov/job-postings)
2. Cover letter and Resume

Posting Date: 10/29/26
Deadline to apply 11/13/26 at 12:00 p.m. (noon)

Applications received after the deadline will not be considered.