

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Housing Inspector – Building Department

SALARY RANGE: TPOAM Grade: I Pay Range: \$42,675 - \$52,527

Benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more.

Wages and benefits are based upon the most recent collective bargaining agreement.

REPRESENTATIVE JOB DUTIES

- Perform initial, special, and/or annual field inspections of the interior and exterior of properties on all single and multi-family rental units and vacant buildings in the City to ensure compliance with City ordinances and the International Property Maintenance Codes (IPMC).
- Communicates with property owners, managers and/or property local agents and advises them of ordinance violations and compliance actions.
- Explain local building/property maintenance regulations; Verify complaints and conduct follow-up inspections; send out ordinance violation notices when necessary.
- Document deficiencies and prepare written reports for each of the activities using both BS&A and Microsoft software; document all evidence and actions in a manner appropriate for use in court actions.
- Testify in court against offenders for violations of local building/property maintenance regulations when necessary.
- Answer questions and interact professionally, tactfully and courteously with the public, property owners, local agents, tenants and co-workers. Take action to resolve complaints.
- Performs related duties as required.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Associates degree or equivalent sufficient for maintaining records and reports at a level necessary for use in court.
- One to two years full time work experience in residential or commercial construction, property management or equivalent.
- Knowledge and understanding of, and the ability to apply the following is desired: 1) applicable laws, standards, zoning ordinances, IPMC and building codes relating to various land use, nuisance and public safety codes; 2) methods, materials, and techniques used in building design and construction; and 3) inspection methods, practices, and techniques pertaining to building and zoning matters in a municipal setting.
- Knowledge of Microsoft and BS&A software and the ability to navigate through internet resources.
- Ability to prepare, organize and maintain inspection field data, reports and computer records.
- Must be able to follow verbal and written instructions and work independently without close supervision; Ability to maintain a professional demeanor; be courteous, respectful and sensitive to the importance of confidentiality at all times.
- Effective written and oral communication skills; ability to compose tactful correspondence and maintain detailed records;
- Sufficient analytical, cognitive and physical skills to effectively perform the essential functions of the position in the stated environment, with or without accommodation.
- Must possess a valid Michigan Driver's License and meet the City's driving record standards.
- Ability to obtain or possess Act 54 Building Inspector registration a plus

The selection process will include a review of the applicant's qualifications, driving record and criminal history check, a written examination, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076
Applications may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept no later than 5:00 p.m.

Friday, September 21, 2018

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: August 10, 2018



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.