

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is seeking qualified candidates for the following position:

JOB CLASSIFICATION: Building Inspector I

SALARY RANGE: TPOAM Grade: J Pay Range: \$45,723 - \$56,279

Excellent benefit package, including medical, dental, vision, defined benefit pension; holidays, vacation, and more.

This is an intermediate position where the applicant will perform unsupervised inspections and plan reviews, gains additional knowledge in all disciplines with the ability for advancement within the department.

JOB DUTIES

- Performs basic unsupervised field inspections related to residential and commercial construction in conformance with the Michigan Building Codes.
- Review building, remodeling, demolition plans and specifications to ensure compliance with applicable laws, zoning ordinances, and building codes and issue appropriate permits.
- Advise contractors, builders, residents and the public regarding building codes, permits, zoning requirements, policies and procedures in person and by phone.
- Coordinate with City Departments (Planning, Engineering, Water, Assessing and Legal), contractors, architects, engineers and others to expedite the plan review process.
- Maintain accurate records; Perform various mathematical calculations to determine code compliance.
- Preparation of documents required for residential variances to the Zoning Board of Appeals.
- Research historical records and information related to property records and permits.
- Ability to learn dedicated department software (BS&A)
- Other related duties as assigned.

JOB REQUIREMENTS:

- High school graduate or equivalent;
- Registered as a Building Inspector and Plan Reviewer with the State of Michigan under Act 54 of Public Acts of 1986
- 2 years experience as a Building Inspector/Plan Examiner for a Municipality in residential and commercial construction.
- Must possess a working knowledge of Michigan Building Codes and related standards and the ability to apply this knowledge in the field and while conducting plan reviews.
- Effective written and oral communication skills.
- Valid Michigan driver's license and a good driving record as determined by the City's Driving Standards.

The selection process will include a review of qualifications, driving record and criminal history check, 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.

This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.

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

Upon obtaining a total of 4 years experience as a Building Inspector for a Municipality conducting independent inspections in residential and commercial construction, plus mastering the core skill competencies for this level (as documented by the Building Official), and passing probation, an employee may be eligible for consideration for reclassification to the next level (Building Inspector/Plan Examiner – Grade K.)

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: September 19, 2017



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