

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

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

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**JOB CLASSIFICATION:** Building Inspector/Plan Examiner

**SALARY RANGE:** TPOAM Grade: K Pay Range: \$49,228 - \$60,592

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

**JOB DUTIES**

- Reviews building/remodeling/demolition plans, blueprints, and specifications to ensure compliance with applicable laws, zoning ordinances, and building codes.
- Makes on-site inspections throughout all phases of construction to ensure conformity to approved plans and to resolve on-going problems and/or questions.
- Advises contractors, builders, and the public regarding building codes, permits, proper construction materials, etc.
- Ability to learn dedicated department program (BS&A), related experience a plus.
- Prepares correspondence and reports, and maintains detailed records.
- Other related duties as assigned.

**JOB REQUIREMENTS**

- High school graduate or equivalent.
- Registration as a Building Inspector and Plan Reviewer with the State of Michigan under Act 54 of Public Acts of 1986
- Four (4) years of recent experience as a Building Inspector/Plan Examiner for a Municipality in residential and commercial construction.
- Must possess an in-depth knowledge of Michigan Building Codes and related standards and the ability to apply this knowledge in the field; ICC certification is a plus.
- Effective written and oral communication skills.
- Valid Michigan driver's license and a good driving record.

The selection process will include a review of the applicant's 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](http://www.cityofsouthfield.com)

**Should an applicant not meet the posted requirements for this position, but based on their experience, they may be considered for other positions in the Building Inspector job family. The Building Specialist (Entry Level - Pay Range I: \$42,252 - \$52,007) or Building Inspector I (Intermediate - Pay Range J: \$45,270 - \$55,722). Upon gaining the posted qualifying years of experience plus mastering the core skill competencies for the specific level (as documented by the Building Official), and passing probation, an employee may be eligible for consideration for reclassification to the higher-level position. Evaluation of skill level will be determined by the hiring authority.**

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 updated



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](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.