

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**  
*The City of Southfield is seeking qualified candidates for the following position:*

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**\*\*REVISED\*\***

**JOB CLASSIFICATION:** Building Inspection Specialist

**SALARY RANGE:** TPOAM Grade: I Pay Range: \$43,529 - \$53,578

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

**This position allows the qualified applicant to assist the Building Inspector/Plan Examiners with daily duties to obtain experience and knowledge in all disciplines with the expectation to obtain the required experience and credentials for advancement within the department.**

**JOB DUTIES: The individual will assist and learn to:**

- Perform residential and commercial construction field inspections in conformance with the Michigan Building Codes.
- Issue building permits; Review building, remodeling, demolition plans and specifications to ensure compliance with applicable laws, zoning ordinances, and building codes.
- 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, contractors, architects, engineers and others to expedite the plan review process.
- Maintain accurate records, documenting inspections and related correspondence specific to each project.
- Perform various mathematical calculations to determine code compliance.
- Research historical records and information related to property records and permits.
- Prepare documents required for residential variances to the Zoning Board of Appeals.
- Must have the ability to learn dedicated department software (BS&A).
- Other related duties as assigned.

**JOB REQUIREMENTS:**

- High school graduate or equivalent; Effective written and oral communication skills.
- Registered as a Building Inspector and Plan Reviewer with the State of Michigan under Act 407.
- **OR** Apply and meet the requirements for registration as a Building Inspector/Plan Reviewer prior to appointment. Following are the base requirements to Register as a Building Inspector/Plan Reviewer with the State of Michigan: Four years experience as a licensed residential builder **Or:** Three years experience as a project manager, superintendent, supervisor or foreman in general building construction. Only the State of Michigan can determine qualifications for registration. Application for registration can be found at [State of Michigan Building Inspector Registration form](#)
- Must possess a basic knowledge of Michigan Building Codes and related standards and the ability, through training, to apply this knowledge in the field.
- Valid Michigan driver's license and a good driving record.

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](http://www.cityofsouthfield.com)

Upon obtaining a minimum of 1 year experience as a Building Inspector, 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 I.)

**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: rev: March 5, 2019



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.