

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

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

**JOB CLASSIFICATION:** Building Counter Technician – Building Department

**SALARY RANGE:** TPOAM Grade H Pay Range: \$42,874- \$52,772

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more

**REPRESENTATIVE JOB DUTIES:**

- Provide information to contractors and property owners concerning Zoning Ordinance, permitting, and inspection process. Assist in explaining City requirements, rules and regulations in response to inquiries at the Building Department counter and phone. Refer complex and/or non-standard inquiries as appropriate.
- Evaluate plans prior to submittal, for completeness and calculate appropriate fees. Process online applications. Issue building, zoning and trade permits and ensure accurate and current information on applications. Accepts and posts monetary payments from customers for building and other type permits, involving cash handling and ensuring balancing accuracy of a cash drawer.
- Educates residents and customers on Building, Trade Permits and Zoning Permit requirements.
- Review plans for minor improvements such as Signs, Height and Area Requirements, Lot Coverage, Front, Rear and Side Yard Setbacks, Shed and Fence Locations. Receive inspection requests and schedule as necessary.
- Provides general administrative support to the Building Department Staff as necessary.
- Communicates courteously and effectively with the public, City management, staff and co-workers
- Provide support for the Zoning Board of Appeals including generating case files in BS&A, adding fees, create and mail legal notices, facilitate WebEx meetings, create PowerPoints, manage files and related duties.
- Process FOIA requests.
- Bond refund management.
- Other duties as assigned.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- Associates degree in Building Trades and/or Zoning Enforcement or a combination of education and one year of related full-time experience in procedures for permit issuance, inspection scheduling, and building recordkeeping.
- Knowledge of the BS&A Equalizer Permitting system is desirable.
- Familiar with terminology commonly used in the fields of construction and building and safety.
- Proficiency in computerized word processing, spreadsheet and other recordkeeping software. Must have knowledge of City government organization, functions, policies, rules and regulations. Modern office methods, procedures and equipment. English usage, spelling, grammar, and punctuation. Business letter writing.
- License/Certificate: Possession of or the ability to obtain an ICC certification as a Permit Technician within one year.
- Valid Michigan Drivers' License and a good driving record as determined by the City of Southfield's Driving Standards. Ability to become a Notary Public

The selection process will include a review of the applicant's experience for posted requirements, applicable skills test, 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

**A Completed City of Southfield application packet is required to be considered for this position.**

Applications may be downloaded from the City’s website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

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

**JS: September 22, 2021**



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