

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

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

JOB TITLE: Deputy Building Official

SALARY RANGE: Management Pay Range O: \$74,603 - \$100,930

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

REPRESENTATIVE JOB DUTIES:

Directs and assigns work to the staff to ensure that thorough and timely inspections and plan reviews are conducted and that proper discretion is used in the enforcement of construction codes; Maintains “active” working relationship with owners/developers during all phases of development; Assists citizens with questions or problems that may occur during construction; Performs preliminary plan reviews for life safety systems and hazardous occupancies; Performs inspections during all phases of building construction; Writes departmental reports, evaluations, inspection reports; Assumes all responsibilities of Building Official in their absence; Maintains and updates knowledge of building materials, methods and code changes; Prepares and presents case information for variance requests; Gives direction to staff on issues involving legal action; testifies in court; Assists in total department budget preparation; Assists in the evaluation of staff and recommend disciplinary actions if needed; Is Building Department staff liaison to the Zoning Board of Appeals, including preparation of residential cases and commercial sign cases. Other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Minimum of 5+ years of directly related, increasingly responsible experience as a Municipal Building Inspector/Plan Examiner;
- Registered with the State of Michigan as a Building Inspector/Plan Examiner and Building Official **or** Certified as a Building Official through the International Code Council (ICC); plus
- Demonstrated administrative, leadership, and organizational skills; resourceful problem solving, troubleshooting and conflict resolution skills; exceptional interpersonal and communication skills.
- In addition, the successful candidate will possess successful techniques for promoting necessary changes; thorough knowledge of applicable State and federal laws/regulations; in-depth knowledge of Michigan Building Codes and related standards and the ability to apply this knowledge in the field and direct a staff charged with the enforcement of such codes and standards; and an observable dedication to public service and the health and safety of the public.
- Valid Michigan driver's license and a good driving record as determined by the City of Southfield's standards.

Please submit a letter of interest, highlighting your professional accomplishments and applicable experience, along with a complete City of Southfield Employment Application package. Only those candidates who most closely meet our selection requirements will be invited to continue in the application process.

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
Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

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.

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 Dated: December 7 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 if auxiliary aids or services are needed. Reasonable advance notice is required.