

NOTICE OF JOB OPENING

POSITION:

Assistant Building Official
(Full-Time)

DEPARTMENT:

Code Compliance Department

PAY SCALE: \$DOQ

POSITION SUMMARY:

Under general direction and supervision of the Chief Code Compliance Officer and/or City Manager, the Assistant Building Official assists with plans, organizes, manages, and coordinates the Building and Code Enforcement/Inspection activities, which include building and property inspections for code violations, investigation of housing and sanitation violations, issuance of orders for correction of building, housing and sanitation violations, building permit processing, public information, building permit plan review, building inspection, management of structural engineering plan check consultants, building code compliance, and supervision, training, and evaluation of subordinate personnel; to recommend and implement City policy concerning and to provide highly responsible and technical staff assistance; follows up on inspections, and issue citations. When necessary obtains evidence and testifies in court.

Education / Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience – Sufficient years of increasingly responsible building official related experience of a supervisory, administrative or professional nature in the design, construction and inspection of public, commercial, industrial or residential buildings to demonstrate possession of the knowledge and abilities listed above; Education – Equivalent to a Bachelor's degree from an accredited college or university with major work in structural, mechanical, or civil engineering, architecture or a closely related field.

Knowledge of:

Principles and practices of organization, administration, personnel and budget management, principles and practices of applicable Building, Plumbing, Mechanical and Electrical Codes, and pertinent State and City codes and ordinances, principles of structural design, engineering mathematics and architectural plan review.

License or Certificate:

Possession of a certificate as a Certified Building Official issued by the Michigan Department of Energy, Labor & Economic Bureau of Construction Codes as it relates to Act 54, or equivalent certification is required. Applicable building inspection certifications necessary to perform the duties of the position are required.

This classification requires pre-employment drug and physical testing, and the use of a personal or City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess a valid Michigan motor vehicle operator's license.