



Building Official

Starting at \$70,000 - \$90,000/year
Salary negotiable (within range) – based on qualifications

Posting Date
January 31, 2019

Closing Date
February 21, 2019
4 p.m.

Excellent medical, dental, and vision plans start day of hire
Retirement plan includes 401a and Health Savings plans with employer contribution

DUTIES

- Serve as City Registered Building Official as determined by State of Michigan Building Officials and Inspectors Registration Act 54.
- Oversee and monitor day to day operations and the QA/QC (combination of quality assurance and quality control) performance for services and staffing to operate the contracted comprehensive Building Inspection Department.
- Review permit activity prior to signing and issuing the certificate of occupancies for all construction.
- Frequent internal and external contacts in which this person acts as a spokesperson for the City of Troy.
- Prepare and manage the Building Department budget.
- Responsible for responding to Police and Fire emergency calls for potential unsafe or hazardous structures.
- Perform site compliance inspections.
- Sole responsibility for assigning all new building addresses and approval of street names.
- Serve as staff liaison to the Building Code Board of Appeals.
- Performs other duties assigned.

REQUIREMENTS

- Four year college degree program in Construction Management or related field from an accredited college or university. **Applicants must submit proof of degree at time of interview.**
- Minimum of seven years of recent work experience working as Building Official, Plans Examiner, Building Inspector or related experience in construction or engineering.
- Applicants with an equivalent combination of training and experience may be considered.
- Current State of Michigan Registered Building Official Registration. Applicant must submit a copy of registration with application. Or must meet Michigan State Act 54 qualifications for immediate registration.
- Required to obtain International Code Council Building Official Certification within 2 years of being awarded the position.
- Experience with development of policies and procedures as related to application of building codes.
- Excellent problem solving skills, especially when interpreting code requirements and recommending solutions.
- Excellent verbal and written communication skills.
- Position requires a high level of analytical ability to deal with complex situations related to the building codes.
- Strong computer skills and experience with Geographic Information Systems, BS&A Building Department and Field Inspection (or other municipal code enforcement software), and Microsoft Word, Excel and Outlook.
- Able to work outside in all seasons, climb stairs, traverse uneven terrain and twist, bend stoop, kneel to conduct thorough inspections.
- Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards). Out of state applicants must provide current driving record at time of application and obtain State of Michigan license within one month of appointment.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

PREFERENCES

- Ten years of recent work experience working as a Municipal Building Official, Plans Examiner or Building Inspector. Applicant must submit certificate with application.
- Experience with financial software (i.e. New World Systems) and workforce management software (i.e., Kronos Workforce Central).
- International Code Council Building Official Certification. Applicant must submit certificate with application.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application (including required certificates/proof of degree) is part of the review process; be sure it is complete. Attaching a resume is not required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

AN EQUAL OPPORTUNITY EMPLOYER: The City of Troy is committed to providing equal opportunity employment to all applicants. The City of Troy will consider all qualified applicants for employment regardless of race, religion, color, sex, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.