

City of Highland Park, MI

Part-Time Building Official

Under direction of the Director of Community & Economic Development, the Building Official manages the City's building plan check, inspection, and building and housing code enforcement activities; develops programs and work objectives; resolves complex administrative and technical problems; and does related work as required.

Description

The City of Highland Park, Michigan is seeking a Building Official for the Department of Community & Economic Development. The selected applicant will be responsible for following activities: Enforce and ensure compliance with the building codes; conduct regular inspections of buildings, signs and other structures/sites in the process of construction, alteration or repair to ensure compliance with approved plans, specifications and requirements of applicable building codes and the City of Highland Park, MI Code of Ordinances. Perform administrative and technical work while directing inspection-related operations. Conduct enforcement of, and ensure compliance with, the City of Highland Park's Code of Ordinances, including the zoning ordinance, the property maintenance ordinance, rental registration, the nuisance ordinance, and other ordinances as specified.

Qualifications

This position requires a high school diploma. Some college or technical school training in civil or structural engineering is preferred. A comprehensive knowledge of, and extensive experience with, the application of the Michigan Building Code (MBC) and the Michigan Residential Code (MRC) is required. Must be a Licensed State of Michigan Building Official. Five years of experience is desired along with comprehensive knowledge of the building trades and the modern practices, principles, materials and tools used during building construction, including extensive, successful and responsible construction experience. The selected applicant must have a proven ability to meet deadlines, to concentrate and pay attention to details, to organize, prioritize and work independently, and to schedule and produce work in a timely and professional manner. The selected applicant must possess a valid Michigan Driver's License, a satisfactory driving record and the ability to maintain a valid driver's license throughout employment. This is a part-time position, salary based upon experience.

How to Apply

Qualified candidates should submit a cover letter and resume to:

Human Resources – City of Highland Park
12050 Woodward Ave.
Highland Park, MI 48203 or
Email to: hr@highlandparkcity.org