

**VILLAGE OF BEVERLY HILLS
JOB DESCRIPTION**

BUILDING OFFICIAL

Supervised by: Village Manager

Position Summary:

Under the supervision of the Village Manager, performs professional and administrative duties related to a Building Official. Assists the residents, commercial property owners and developers with building issues. Interprets and enforces the applicable building ordinances and assists employees engaged in planning, building and code enforcement services. This will be a full-time position. Salary is dependent on qualifications. Compensation includes an annual salary with an attractive benefits package, which includes medical, dental, vision, life insurance, paid time off, participation in a defined contribution plan and a health care savings plan.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Essential job Functions Include:

- Inspection of buildings for compliance with all applicable codes, ordinances, and regulations and to ensure that work is done to job specifications and in accordance with approved plans on file.
- Reviewing building permit applications and all commercial and residential building plans submitted to the Village.
- Perform building inspections on commercial, single-family and multiple-family dwellings to ensure compliance with applicable building and property maintenance codes.
- Meeting with and answering questions from contractors and residents.
- Assisting in the management of the building and trade inspectors.
- Addressing building department issues and serving as a liaison to the residents.
- Assist in preparation of the budget for the Building Department, conducting inspections of residential, commercial and rental properties.

- Employee will have office hours set aside wot meet with residents, contractors, or persons requiring assistance.
- Performing such other duties as are assigned from time to time by the Village Manager.
- Employee will work under general direction of Village Manager.

Desirable Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Two (2) years of field inspection experience.
- Graduation from high school or GED equivalent.
- Must be a licensed Building Inspector with the State of Michigan for “Plan Reviewer” and “Building Inspector” pursuant to all State of Michigan requirements.
- Michigan Vehicle Operator’s License.
- Thorough knowledge of construction, materials and tools used in building construction.
- Ability to read and interpret construction blueprints, plans and specification, ability to enforce necessary regulations.
- Able to represent the Village in court related issues.
- Thorough knowledge of the practices of plan review and site inspection.
- Ability to interact professionally, constructively, and diplomatically with top level administrators, other employees, representatives of the business community, other governmental units and the general public.
- Skill in reviewing and interpreting site plans, blueprints, specifications and complex construction drawings.
- Familiarity with and proficient in Microsoft Office, particularly Microsoft Word, Excel, and Outlook, as well as BS&A software products.
- Ability to effectively communicate and present ideas and concepts orally and in writing.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, planners, property owners, the public, other professional contacts, and Village officials.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others and visually inspect written documents. The employee frequently is required to stand, walk; use hands to finger handle or feel and reach with hands and arms. The employee is required to travel to other locations to view and/or assess property or structures. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting but is required to visit various indoor and outdoor locations throughout the Village. As a result, the employee may be exposed to adverse weather conditions and exposed to loud noises, dust or airborne particles and potentially unsanitary conditions. The noise level in the work environment is usually quiet but may become loud in field work.

To Apply:

Please send a resumé and cover letter to Jeffrey Campbell, Village Manager at jcampbell@villagebeverlyhills.com by 5:00 p.m. on Friday, April 12, 2024.