



## Job Posting – Community Development Building Official

### **Pay Range:**

Starting at \$75,000 annual salary, based on experience.

### **Benefits:**

The City of Berkley offers a competitive benefit package including low deductible, low premium medical insurance, dental and vision, paid time off, short term and long-term disability, life insurance, and a generous defined contribution match.

### **Duties:**

- Performs building inspections and residential plan reviews; coordinates commercial plan review, trade inspections, and code enforcement with City contractors.
- Manages the building permit and construction application process, including plan submittals, reviews, approvals, and fee collection in coordination with the Community Development Director.
- Collaborates with internal departments and external agencies (e.g., DPW, County Health, Soil Erosion) to ensure efficient permit processing and compliance with applicable regulations.
- Interprets and enforces building, electrical, plumbing, mechanical, and property maintenance codes.
- Provides guidance to builders, architects, residents, and property owners to ensure understanding and compliance with City ordinances and codes.
- Ensures timely and efficient customer service and handles difficult and complex customer service situations.
- Prepares and presents reports on building activity; assists with departmental budgeting, fee structures, and policy development. Represents the City at meetings, hearings, and community events.
- Oversees use of permitting and tracking systems (e.g., BS&A); maintains public information materials and department databases.
- Performs related duties as assigned.

### **Requirements:**

- Must be a registered code official and building inspector. Minimum 5 years' experience in the building/construction trade.
- Technical training in building plan review and inspection required. ICC review and inspector certifications preferred.
- Proficient in the use of computers and various software applications, including permitting and inspection systems, Microsoft Office Suite, and other programs used for report preparation, data entry, and record management. Able to learn and adapt to new technology and software as needed to support department operations. Familiarity with BS&A a plus.
- Courteous and positive attitude in dealing with members of the public and employees. Able to effectively communicate and present ideas and concepts verbally and in writing.
- Must have a valid Michigan Driver's License.
- Must possess a high school diploma or equivalent (G.E.D.).

### **To Apply:**

Please submit a completed application to Human Resources Director Jessica Stover at [hr@berkleymi.gov](mailto:hr@berkleymi.gov). Applications must be submitted via email. This position is open until filled.

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

### **EEO/ADA Statement:**

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 Berkley 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. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or [Jstover@berkleymi.gov](mailto:Jstover@berkleymi.gov) if auxiliary aids or services are needed. Reasonable advanced notice is required.