

CITY OF FENTON
Building/Zoning Department

January 4, 2018

The City of Fenton Building/Zoning Department is seeking candidates to fill the Deputy Building Official/Zoning Administrator position. The person who fills this position will assist the Building/Zoning Administrator with the operation of the department. This includes field inspections, plan reviews, code enforcement and presentations to various committees or groups. The ideal candidate will be experienced in the Michigan Construction Codes, BS&A Permitting Software, field inspections, all facets of Code Enforcement including municipal civil infractions and preparation of court paperwork and dealing with the general public. This is an hourly position with some overtime expected. This position may be required to respond to emergency calls during the non-regularly scheduled work hours, including nights, weekends, and holidays. Some night meetings may also be required. Starting pay is \$25.48/hr and includes a full benefit package. To view a full job description please visit the "About Us" section at www.cityoffenton.org.

Please send cover letter/resume/job application to:

City of Fenton
ATTN: Deputy Building Official/Zoning Administrator Position
301 South Leroy St
Fenton, MI 48430

Resumes may be emailed to: mreilly@cityoffenton.org

Resumes and applications will be accepted until position is filled. First review of applications will be November 1, 2018.