



CITY OF ROCHESTER HILLS
invites applications for the position of:

**Deputy Director of Building,
Ordinance & Facilities
Internal/External Posting**

SALARY: \$43.33 - \$50.23 Hourly

OPENING DATE: 03/28/18

CLOSING DATE:

GENERAL DESCRIPTION:

This position assists with the administrative oversight, leadership, planning, coordinating and management of the Building Department; directs daily operations; and ensures compliance.

ESSENTIAL FUNCTIONS:

1. Directs the day-to-day work of department staff. Assists with interviewing and selection of new employees. Provides training and instructions for ongoing training needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary actions, and discharges.
2. Identifies training needs and opportunities for the department.
3. Implements goals and objectives for department operations.
4. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interprets the application of policies and procedures.
5. Analyzes and evaluates existing objectives, goals, standards, priorities, policies and procedures. Monitors all operations for efficient and effective application of department policies, procedures and standards.
6. Assists with the development of the department budget; forecasts necessary funding for staff, equipment, materials and supplies. Monitors budget throughout the year.
7. Manages and coordinates the plan review portion of all building projects for the Building Division of the Building department.
8. Manages and coordinates the construction portion of all building projects for the Building Division of the Building Department.
9. Monitors the Building Department's Quality Control Program.
10. Develops and tracks a system to monitor code violations until resolved.
11. Responds to emergency calls of potentially unsafe structures.
12. Addresses public inquires and complaints.
13. Represents the Building Department as assigned by the Director.
14. Other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS/DESIRABLE QUALIFICATIONS:

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree in building construction, engineering, architecture, or a closely related field with five (5) years progressively responsible work experience in building inspections, plan reviews, and code enforcement. Three (3) years supervisory experience, or
- Associate's degree in building construction, engineering, architecture, or a closely related field with seven (7) years progressively responsible work experience in building inspections, plan reviews, and code enforcement. Three (3) years supervisory experience.

OTHER REQUIREMENTS

- Registration with the State of Michigan under Act 54 as a Building Inspector/Plan Reviewer and Building Official as determined by the State of Michigan.
- Must have or obtain Internal Code Council (ICC) certification in residential and commercial as a Building Inspector, Plan Reviewer, and certified Building Official within 2 years from date of hire.
- Valid Michigan Driver's License with no more than 4 points currently on record.
- Intermediate proficiency with office computers and related applications.

SUPPLEMENTAL INFORMATION:

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, bending, twisting, pushing, pulling, riding, climbing stairs and ladders, and reaching with hands and arms.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.

It is the policy of the City of Rochester Hills to hire qualified individuals with limiting conditions in accordance with all applicable state and federal laws. Applicants having a limiting disability requiring some special accommodation to participate in the examination process, as described above, must notify the Human Resources department of that fact at the time of application, or at least one week prior to the examination date. Questions relative to this matter should be referred to the Director of Human Resources.

Application Process

Submit an on-line employment application available at www.rochesterhills.org by April 16, 2018, 5:00 p.m., to receive first consideration. Applications received after April 16, 2018,

5:00 p.m., will receive consideration in the event a candidate is not selected from those who apply by the first consideration deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rochesterhills.org>

1000 Rochester Hills Drive
Rochester Hills, MI 48309
(248) 656-4708

humanresources@rochesterhills.org

Position #101112
DEPUTY DIRECTOR OF BUILDING, ORDINANCE & FACILITIES
INTERNAL/EXTERNAL POSTING
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