

## Building Official



*The City of Sterling Heights is seeking an innovative and experienced Building Official to lead its Building Department.*

The City of Sterling Heights is recruiting an innovative and experienced Building Official to join its leadership team. The successful candidate will possess strong leadership, organizational skills, communication skills, and a commitment to public service by delivering building services in new, innovative and efficient ways. As a member of the City's leadership team, the Building Official is responsible for proper application of building code requirements throughout the construction process for commercial and residential development while overseeing the daily responsibilities of the six (6) member-building department.

The City of Sterling Heights is widely recognized as a destination community for those seeking a high-level of public services. Its quality of life is exemplified by exceptional neighborhoods, first-rate library and parks & recreation facilities and programming, full-service police and fire departments, outstanding schools, and one of the lowest tax rates and national crime rates. With a foreign-born population of 25%, the City is a culturally diverse community that embraces the differences in its resident population. Sterling Heights is fortunate to have one of the best industrial tax bases in the State of Michigan that fuels job opportunities in many desirable, highly compensated employment sectors.

With an estimated population of approximately 134,000 residents as of 2020, Sterling Heights may be the third most populous city in Michigan once the 2020 Census is released. Strategically situated approximately 30 minutes north of Detroit, and convenient access to M-53, M-59 and I-696. The Golden Corridor (M-59) has been recognized as the regional chamber as having more than \$1 billion in assets and continues to grow. The City's Industrial Corridor is home to 28 million square footage of industrial businesses. Sterling Heights residents have convenient access to an abundant array of activities, including access to the Clinton River and Clinton River Park system, cultural programs, sporting events, and recreational opportunities within the City, its surrounding area and southeast Michigan as a whole.

The City was incorporated on July 1, 1968 and recently celebrated its 50<sup>th</sup> anniversary. At the time of incorporation, the residents of Sterling Heights adopted a City Council-City Manager form of government. The City Manager is appointed by the Mayor and ratified by City Council and is the chief administrative officer of the City. Elected at large, the City Council is comprised of the Mayor and six (6) at-large Council members who serve two four (4) year terms. The Building Official is appointed by the City Manager reports to the City Development Director.

The City of Sterling Heights is a full-service municipality with a 2021/22 budget of \$229.9 million. The City is in excellent financial condition and enjoys superior bond ratings from Fitch's Investment Services, Moody's, and Standard & Poor's. The City's millage rate of 16.21 mills is among the lowest in the state.

Additional information regarding the community can be found on the City's website at [www.sterling-heights.net](http://www.sterling-heights.net).

## Initiatives & Responsibilities of the Building Official

### The Building Department Future Initiatives

The Building Department is integral to the success of the continued development of the City. The Building Department monitors all building permits and construction activity within the City. The Building Department will focus on inspecting projects for compliance with State adopted construction codes and applicable city codes to ensure the health, safety and welfare of the general public. The wellness of the Community is looked after from the ground up when it comes to the construction buildings that re open to the general public. Key goals for the Building Department for the 2021/22 fiscal year include

- ◆ To implement best practices in all areas of plan review, permitting inspections technology deployment and customer services.
- ◆ Ensure the Building Division is fully integrated in a seamless way with Fire Prevention, Planning and Engineering.
- ◆ To process permits in an expedient and efficient manner;
- ◆ To review plans and construction drawings in a manner that will reduce the time necessary to issue permits and clearly convey requirements to applicants;
- ◆ Implement full digital review of new residential home and all non-residential construction permits.
- ◆ To protect public health, safety, and welfare and to preserve high property values by strictly enforcing property maintenance standards;
- ◆ To oversee outside contractors/vendors to ensure the quality of materials and workmanship on projects within the City and adherence to all applicable State and City codes.

The Building Official plays an integral role in implementing the City's *Visioning 2030 Plan*, the City's long-term strategic plan that shapes all critical planning and decision-making for City policies and initiatives.

### Core Responsibilities

This high profile position requires a dynamic leader with passion and commitment to public service. Core responsibilities include:

- ◆ Serving as the subject matter expert for the City on all Building related matters.
- ◆ Managing the Building Office.
- ◆ Spearheading the initiatives of converting the process of plan review on commercial projects to electronic submittal; updating plan review.
- ◆ Creating checklists to comply with new construction codes adopted by the State of Michigan; implement an online permit submittal process.
- ◆ Participate in the safe homes task force and expanding the innovative digital review process integrated with associated departments.

The City is committed to providing professional development and training resources necessary to successfully perform these essential responsibilities.

The City anticipates a start date on or before September 1, 2021.

### *Did you know?*

On average, in fiscal year 2020/21 the City of Sterling Heights Building Department:

- ◆ Issued 681 permits
- ◆ Reviewed a total of 267 plan reviews
- ◆ Conducted at total of 1,289 inspections
- ◆ Oversaw a total value of \$90 million in construction projects

With any typical year, the Building Department processes general permit information for approximately 60% residential and 40% commercial.

## Minimum Qualifications for the Building Official

- ◆ Bachelor's Degree in Public or Business Administration, City Planning, Architecture or a related field with a minimum of five (5) years progressive experience in a related field in a similar size community or;
- ◆ High School Diploma/GED Equivalent with a minimum of eight (8) years progressive experience in a related field in a similar size community.
- ◆ Must hold a Building Official, Plan Examiner & Building Inspector Registration as designated by the State of Michigan, or acquire within one year from date of hire.
- ◆ Must hold Building Official Certification through the International Code Council for Residential, Commercial Building Inspector and Certified Building Official, or acquire within one year from date of hire.

## Compensation

Total compensation for this position, inclusive of base annual salary and compensatory time and ranges from \$89,135 to \$122,792 DOQ. The City has a comprehensive management benefit package including, paid time off, medical insurance with employer funded health savings account, paid dental insurance, vision, access to a health & wellness center, illness and injury benefits, parental leave benefits, a defined contribution retirement plan, cell phone allowance, tuition reimbursement, masters degree monetary stipend, retiree health savings contribution, and performance pay (after 5 years of service).

## How to Apply

Interested candidates can apply online at:

<https://www.sterling-heights.net/487/Apply-for-a-City-Job>

For questions regarding the opportunity, please contact Human Resources at (586) 446-2316.

In accordance with Michigan's Freedom of Information Act, resumes of applicants may be subject to public disclosures.

Equal Opportunity Employer

