

**CITY OF MONTROSE**  
139 South Saginaw Street | Montrose, Michigan 48457  
**EMPLOYMENT OPPORTUNITY**  
**BUILDING OFFICIAL**

**Part-Time Employee or Contractual Appointment | Open Until Filled**

The City of Montrose is accepting applications from qualified candidates for the position of **Building Official**. The position may be structured as a part-time employee or contractual appointment, depending upon the qualifications, availability, and proposed terms of the selected candidate.

### **POSITION SUMMARY**

The Building Official is responsible for administering and enforcing applicable building codes and related City ordinances. The position performs plan reviews, conducts inspections, issues required approvals, maintains appropriate records, and works with property owners, contractors, residents, City staff, and other governmental agencies.

### **PRIMARY RESPONSIBILITIES**

- Administer and enforce applicable state construction codes and City ordinances.
- Review building permit applications, construction plans, and supporting documentation.
- Conduct required building inspections.
- Issue notices, approvals, correction orders, and certificates of occupancy, as appropriate.
- Maintain accurate inspection, permit, and enforcement records.
- Respond professionally to questions from residents, contractors, developers, and City officials.
- Coordinate with the City's zoning, code-enforcement, fire, and administrative personnel.
- Attend City Council or other public meetings when requested.
- Prepare reports and recommendations regarding building-code administration and enforcement.

### **MINIMUM QUALIFICATIONS**

Applicants must:

- Possess, a minimum Building Inspector, Plan Review and Building Official certifications, and credentials required by the State of Michigan to perform the duties of a municipal building official.
- Have experience with building inspections, plan review, construction-code administration, or a closely related field.
- Possess a valid driver's license and reliable transportation.
- Demonstrate strong organizational, communication, documentation, and customer-service skills.
- Be capable of working independently while maintaining effective communication with City officials and staff.

*Previous municipal-government experience is preferred.*

### **COMPENSATION**

Compensation and the specific terms of employment or contractual service will be negotiated based upon the successful candidate's qualifications, experience, availability, and proposed scope of services.

### **APPLICATION PROCESS**

Interested candidates should submit the following:

- A letter of interest;
- A current résumé;
- Copies of applicable State of Michigan registrations and certifications;
- At least three professional references; and
- Any proposed contractual terms or hourly rate, if applicable.

#### **E-MAIL OR DELIVER**

City of Montrose  
Attn: City Clerk  
139 South Saginaw Street  
Montrose, Michigan 48457

**EMAIL**  
clerk@cityofmontrose.us

**The position will remain open until filled. Review of applications will begin immediately.**

*The City of Montrose is an equal-opportunity employer and does not discriminate on the basis of any status protected by applicable federal or state law.*