

NOW HIRING

BUILDING OFFICIAL / ZONING ADMINISTRATOR

- \$74K - \$94K (DOQ)
- COMPREHENSIVE BENEFITS
- GREAT WORK ENVIRONMENT

The first review of applications
taking place on **June 23, 2025.**

Go to:
VillageofMilford.org/jobs





Work Hours

M-Th 8:00 a.m. - 5:00 p.m.
F 8:00 a.m. - 4:00 p.m.

Summer Hours

M-Th 7:30 a.m. - 5:00 p.m.
F 7:30 a.m. - 11:30 a.m.

ABOUT THE POSITION

Under the general direction of the Village Manager, performs a variety of administrative and technical functions involved in planning and coordination of inspections, planning, code enforcement, and zoning administration activities. Conducts plan reviews and oversees the work of contracted inspectors. Serves as a liaison to the Planning Commission and Zoning Board of Appeals.

MINIMUM QUALIFICATIONS

- An Associate's degree or equivalent specialized training in construction, or related field.
- Seven or more years of experience in building inspection and plan review.
- A valid State of Michigan Driver's License.
- State of Michigan certification as a Building Official, Building Inspector, and Plan Reviewer.
- Thorough knowledge of state and local building codes, zoning ordinances, and related laws.

WAGES & BENEFITS

The comprehensive benefits package includes medical, dental, and vision insurance; paid leave; a retirement plan; and an employee assistance program to support mental health. Compensation is reviewed annually.

Salary \$74k - \$94k (DOQ)



CULTURE & WORK ENVIRONMENT

The Village of Milford offers an inclusive work environment that emphasizes teamwork and dedication to the community. In the rewarding and fast paced office, employees are provided flexibility and support. Employees are also encouraged to further their career growth and knowledge through professional development opportunities.

The work environment for this position includes working approximately half of the time in an office setting and the remainder in the field conducting inspections of construction sites, rental properties, and other similar settings. Attends evening meetings as needed.

ABOUT THE VILLAGE

The Village of Milford is 2.5 square miles nestled in southwest Oakland County and is easily accessed from both I-96 and M-59. With a population of approximately 6,500, the Village serves as the central business district for approximately 25,000 people in the surrounding areas. The thriving downtown district draws visitors from communities such as Ann Arbor and Dearborn, while retaining its small-town charm.

The Village boasts six parks within its boundaries. Central Park, located on the banks of the Huron River, is a favorite of the children and teens who enjoy the playscape, basketball courts, tennis court, volleyball court, and ice rink. Fairgrounds Park is adjacent to the Senior Center for easy access to a picnic area and shuffleboard courts. Hubbell Pond Park is the site of the YMCA and Library, and a trail system that runs from Commerce Road all the way to Kensington Park on South Milford Road. The Village is part of the Huron Valley School District with two elementary schools and one middle school located within the Village.





TO APPLY

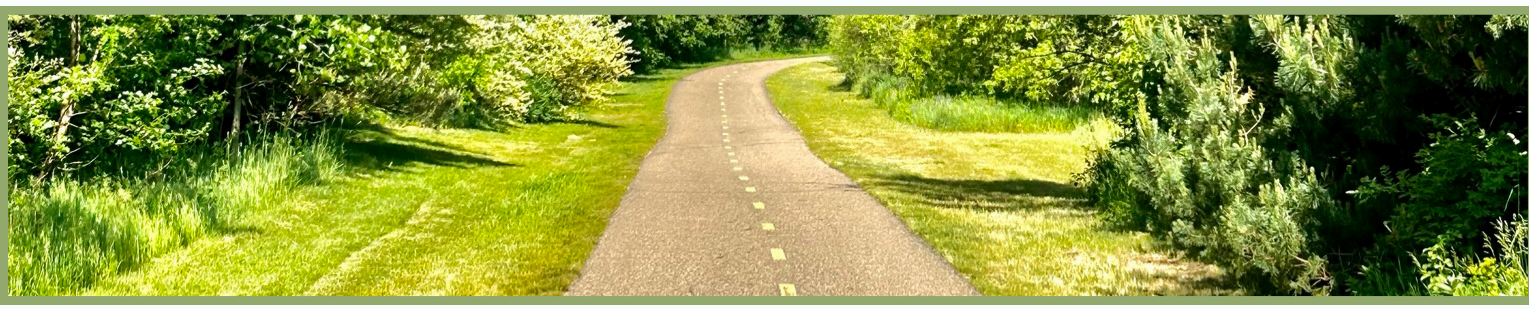
Please submit a cover letter, résumé, and completed Village of Milford Employment Application. An online Employment Application may be completed at www.villageofmilford.org/apply. Application materials may also be submitted via postal mail or in person to the following address:

Village Clerk
1100 Atlantic Street
Milford, MI 48381

Applications will be accepted until the position is filled, with **the first review of applications taking place on June 23, 2025**.

The Village of Milford is an equal opportunity employer, seeking applicants without regard to race, gender, or other protected status.

Visit villageofmilford.org/jobs for more information.



**VILLAGE OF MILFORD
JOB DESCRIPTION**

BUILDING OFFICIAL / ZONING ADMINISTRATOR

Supervised By: Village Manager
Supervises: All department employees and other staff or contractors as assigned

Position Summary:

Under the general direction of the Village Manager, performs a variety of administrative and technical functions involved in planning and coordination the inspections, planning, code enforcement, and zoning administration activities. Conducts plan reviews and oversees the work of contracted inspectors. Serves as a liaison to the Planning Commission and Zoning Board of Appeals.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of department operations including personnel, budgeting, and general administration. Develops, recommends and implements policies and procedures, internal controls, and goals and objectives in accordance with department needs, Village directives, and legal requirements.
2. Interprets, administers, and enforces building code and zoning ordinances. Reviews site plans, specifications, and blueprints of new construction, rehabs, changes in use, and sidewalks and drive approaches for compliance with the Americans with Disabilities Act and state and local codes and ordinances.
3. Receives and reviews plans and applications for building projects. Prepares related correspondence, conducts requisite inspections, coordinates trade inspections, and issues permits and certificates of occupancy. Manages related bond posting and release process.
4. Explains, interprets and provides guidance regarding codes, ordinances, regulations and other related areas that pertain to area of expertise. Meets with property owners, the public, architects, engineers, contractors, developers, attorneys and other interested parties. Facilitates resolution of difficult customer service issues.
5. Serves as a liaison to the Planning Commission, Zoning Board of Appeals, peer agencies, and other boards and committees. Attends meetings, and coordinates or performs a variety of administrative activities including research, agenda preparation, taking minutes, budget development, and other related activities as needed. Prepares and maintains related documents.
6. Oversees and coordinates the work of contractors and assigned staff and ensures the highest standards of customer service and efficiency are achieved.
7. Confers and works with engineers and contractors concerning construction projects. Monitors projects through all phases assuring conformance to plans, specifications, timetables, quality levels, and cost estimates.

8. Coordinates and participates in code and ordinance enforcement activities. Assists in the preparation of violation notices, letters, and reports. Assembles evidentiary materials and maintains related files and records. Follows-up on non-compliance and other issues and testifies in court as necessary.
9. Researches, recommends, and implements special programs and projects, including the Residential Rental Certification program. Responds to program inquiries, performs related inspections, follows-up on non-compliance, issues permits and certificates of occupancy. Prepares and maintains related documents and files.
10. Develops and administers departmental budget, including capital improvement projects. Monitors the budget throughout the fiscal years and oversees department purchases. Develops specifications, requests for proposals, and administers the bid process for assigned projects. May assist in the preparation and administration of various grants.
11. Acts as departmental spokesperson. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, Village officials, employees, and others.
12. Conducts research, prepares reports, and completes special projects as assigned.
13. Keeps abreast of modern developments, evolving issues, and changing legislation and policies in building inspections, planning, and zoning through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- An Associate's degree or equivalent specialized training in construction, building trades, or related field is required. A combination of education and experience may be considered.
- Seven or more years of progressively more responsible experience in building inspection and plan review is required.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan certification as a Building Official, Building Inspector, and Plan Reviewer is required.
- Thorough knowledge of state and local building codes, zoning ordinances, and related laws.
- Thorough knowledge of the principles, practices, and procedures of plan review, site inspection, municipal planning, and zoning and code enforcement.
- Basic knowledge of principles and practices of plumbing, mechanical, and electrical inspections.

- Skill in interpreting, applying and enforcing related codes and ordinances.
- Skill in reviewing and interpreting site plans, blueprints, complex construction drawings and specifications, and conducting site inspections.
- Skill in compiling and evaluating data and information, and preparing clear and accurate reports.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining and updating complex records and maintaining complex record keeping and document retention systems.
- Ability to effectively train, lead, and motivate employees, and supervise and evaluate the work of others.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

Physical Requirements and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee spends approximately half of his or her time in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. The noise level in the work environment is usually quiet.

An employee in this position spends approximately half of his or her time working outside the office at field sites, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above.