



# WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

## Position Available - Internal/External Posting **JOB TITLE: BUILDING DEPARTMENT MANAGER**

Classification: Full-time (37.5 hrs./week)  
Full Benefits  
TPOAM Union, M2 Wage Scale

Department: Building Department

Hourly Wage: \$ 20.37 - \$ 26.51

Benefits Include: Hybrid Pension – 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance

Qualifications:

- Must have communication and interpersonal skills to deal effectively with county staff at all levels, property owners, State and local government representatives, builders, contractors, and the general public.
- Supervisory skills to effectively lead the building inspection staff toward achieving departmental requirements and goals.
- Ability to pass a background and security check.
- Graduation from an accredited college or associate degree in business administration or related field. Two (2) years of related job experience may be substituted for each one (1) year of required education.
- Ability to independently plan, organize, and schedule work; ability to concentrate and pay close attention to detail.
- Valid Michigan driver's license and occasionally may require lifting boxes of materials, office supplies, file, records, and equipment weighing 40 pounds; also requires manual dexterity to operate computer and other office equipment.
- Ability to oversee proper maintenance of all applications, permits, plans and correspondence regarding building permits within the county; maintain files of permits and construction documents.
- Ability to compute mathematical calculations with speed and accuracy.
- Ability to collect payments and be accountable for balancing.
- Type correspondence, records, and reports. Must be proficient with Microsoft Word, Excel, and Outlook.
- Knowledge of departmental activities and requirements.

Supervision: County Administrator

Application Submittal: Application, cover letter and resume should be submitted to the Wexford County Human Resources Office, 437 E. Division St., Cadillac, MI 49601 by 4:00 p.m. on Friday, May 17, 2024.

*Posted: May 8, 2024*