



CHARTER TOWNSHIP OF WHITE LAKE

JOB POSTING

BUILDING SPECIALIST

Applications are being accepted for the **Building Specialist** position in the **Building Department**. The annual salary range is \$64,129-\$72,721 and includes generous health insurance benefits, including dental and optical insurance, paid time off, and holidays. The Township also belongs to the MERS defined benefit pension plan. This is a full-time, non-exempt position in the Building Department.

Under the general supervision of the Building Official and the Director of Community Development, independently performs a wide variety of highly skilled, responsible, and confidential secretarial, administrative, and management work requiring initiative and considerable independent judgment. Engage BS&A Software to maintain accurate records, generate reports, develop, extract, and track data, including permits, inspections, contracts, certificates, and other related documents, while possessing the aptitude to effectively train other staff members in the use of the program. The employee is required to exercise high-level office management skills and oversee the coordination of activities between various Boards, Departments, and any other bodies for which the Department serves as staff.

This position requires at least four (4) years of practical experience in administration, or a bachelor's degree is strongly preferred. A high school diploma or equivalent is required. Strong oral and written communication skills are necessary. Proficiency in BS&A, Excel, MS Word, and Outlook required. Fundamental ability to read and interpret building plans, site plans, and easement documents. Basic knowledge of the construction industry about the process and phases of development and construction. Aptitude to create and update permit applications, forms, checklists, and other departmental documents. Candidates must be capable of updating the Township website with department information, creating links to documents, and generating fillable forms and permit applications online.

To apply, send a cover letter, resume, and application to White Lake Township Attn: Human Resources at 7525 Highland Rd. White Lake, MI 48383.

Applications and a complete job description can be found on the White Lake Township Web Site: <https://www.whitelaketwp.com/jobs>.

White Lake is an equal opportunity employer – M/F/D/V.

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