

Section 12-2.1 Building Official (Code Section 21.302)

Job Title	Building Official
Department	Community Development
Employment Status	Full time
Exempt/Non-Exempt Status	Exempt

Scope of Work	
This is a highly responsible technical, administrative, and management position involving the planning, organizing, and directing of building permits, land use, and enforcement matters within the Village.	
Supervision	
Received	Village Administrator
Exercised	Supervises up to 2 full time (or full time equivalent) employees.
<p>Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. Nothing contained within this job description shall be deemed to create a vested contractual right for any employee nor to limit the power to modify this document.</p> <ul style="list-style-type: none"> • Oversees contracted building inspection services, including mechanical, heating, plumbing, and electrical and assist in resolving problems and disputes with the public. • Investigate and inspect existing structures for dangerous conditions and recommend corrective action. • Oversees contracted plan review services for all commercial and industrial construction to ensure compliance with all building codes prior to permit issuance. • Coordinate, review, and approve plans for commercial, industrial, and residential buildings • Supervise issuance of various building permits and tracking system software to ensure proper procedures for calculation of fees, permit issuance and fee collection. • Supervises Department employees; establishes and enforces rules and regulations; recommends appointment, promotion, discipline and dismissal of personnel; prepares performance reviews; determines training requirements and employee development and implements programs. • Provide effective and efficient customer service through timely responses to citizen complaints and requests; solves or assists in the solving of problems; responds to requests for information and assistance from citizens and outside agencies. 	

Essential Job Functions continued

- Manages the community development programs and activities to achieve goals within adopted plans, regulations and available resources; directs change as needed.
- Provides leadership and direction in the development and implementation of long and short-range plans, projects, policies and programs for community development and the inspection division.
- Administer the Village's adopted building codes; regulates and controls the construction and quality of materials of buildings and structures within the Village; recommends amendments to the adopted code.
- Respond to emergency calls on a 24-hour basis, as needed, to inspect and evaluate property damage resulting from such instances as fire, weather, accidents, etc.
- Prepares and reviews all compliance reporting documents for the Department; facilitates compliance with all applicable federal, state and local regulations; reports and resolves instances of non-compliance.
- Provides input in the review and update of land use, zoning and development-related municipal ordinances and codes.
- Supervises and participates in the gathering, interpretation and preparation of data for studies, comprehensive reports and recommendations.
- Coordinates Department activities with other departments and agencies as needed (such as health, fire, engineering, etc.) to ensure compliance with Village codes and ordinances and enforce housing and building code regulations.
- Prepares, recommends and supervises the Department annual budget to assure effective and efficient use of funds, personnel, materials, facilities and time.
- Coordinate and ensure all required safety and other training are appropriately completed and kept up to date.
- Develops, coordinates and makes public information presentations on construction occurring within the Village, community planning and development plans, programs, policies and procedures.
- Composes various Ordinances, Resolutions and memos for review and approval by committees and Board; attends committee and Board meetings.
- Participates in and attends meetings of regional, state and national planning, associations, and numerous community groups; serves as the Village's liaison in matters pertaining to community development.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Bachelor's Degree and major course work in civil or structural engineering, architecture, or related field with thorough experience in construction, plus at least 5 years of progressively responsible experience, including supervisory capacity; Certified Building Official certification by the International Code Council, International Conference of Building Officials or similar affiliation preferred; or any equivalent combination of education and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • International Building and Technical Codes and Standards. • The principles, policies and practices of building codes, building and construction safety, engineering principles and practices, urban planning and development. • Applicable local, state and federal laws, building codes and standards, ordinances and regulations related to city planning and development. • Principles and practices of residential, commercial and industrial building inspection, and the applicable codes and ordinances related to enforcement activities. • Methods, materials, and techniques involved in general building construction to recognize possible defects. • State and federal grant aid programs. • The use of standard office equipment, including computers and relevant software programs, GIS applications, and other automated equipment.
Ability to	<ul style="list-style-type: none"> • Mediate, negotiate and resolve conflict. • Plan and supervise the work of inspectors and other subordinates. • Conduct technical research on economic, development and sociological issues. • Analyze problems, recommend and implement appropriate solutions. • Interpret, prepare and present technical information in a clear, accurate and informative way. • Read, understand, and interpret plans, diagrams, blueprints, and specifications accurately and assess adherence to codes and standards. • Operate electronic permit tracking software and work with the software vendor to make adjustments as necessary to streamline Village building department operations.. • Establish and maintain effective working relationships with various units and sub-units of government, municipal officials, architects, contractors, developers, owners, supervisors, employees and the general public. • Use independent judgment in routine and non-routine circumstances, and in critical situations. • Direct the administration of codes and regulations firmly, tactfully, and impartially.
Proficient in	<ul style="list-style-type: none"> • Oral and written communications. • Public relations. • Public speaking.
Necessary Special Requirements	
<p>Possession of valid Illinois Driver's License; ability to pass a criminal and financial background check, physical, and drug screen.</p>	

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors and outside; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to balance, bend, stoop, crouch or kneel.
- The employee may be exposed to adverse weather and other unpleasant conditions, including extreme heat, cold, wetness and humidity, and dim or bright lighting.
- The employee must occasionally lift and/or move up to 25 pounds.