



BUILDING DIVISION MANAGER

Bartlett, Illinois

Village of Bartlett

228 South Main Street

Bartlett, IL 60103

Phone: 630-837-0800

Website: www.village.bartlett.il.us

Starting Salary: \$105,000+/-

Population: 41,208

Application Deadline: Open Until Filled

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

BUILDING DIVISION MANAGER

The Village of Bartlett, IL is a progressive, growing community located 35 miles west of downtown Chicago in Cook, DuPage and Kane Counties. The Planning and Development Services Department is seeking an experienced Building Division Manager for planning, coordinating and supervising all aspects of the Building and Code Enforcement Division.

The division is responsible for enforcement of building, electrical, plumbing, mechanical and property maintenance codes and ordinances.

This position recommends updates and changes to codes and ordinances as needed. Work involves oversight of plan reviews and inspections of all residential, commercial and industrial construction activity; ensures compliance with applicable ICC codes and village ordinances and standards.

The position reports to the Planning & Development Services Director and supervises a team of six full-time and one part-time employee and some contract employees.

The village is seeking a team-oriented professional with strong leadership skills to effectively and efficiently supervise, organize, direct and coordinate personnel. Effective interpersonal communication skills to interact with residents, property owners, village officials, employees, outside agencies, other government units and the public are required. Effective written communication skills with report writing, editing, interpretation and analysis of technical information and proficiency with software programs such as GIS, Windows, Word and Excel are also required.

Thorough knowledge of building codes, zoning codes, code enforcement practices, property maintenance codes, health codes and related codes and ordinances. Applicants must have considerable knowledge of construction processes, structural engineering, state and federal laws pertaining to public health and safety, such as the Americans with Disabilities Act.

Bachelor's degree in construction management, building technology, architecture, civil or structural engineering, planning or a related field is strongly preferred; seven years of experience in building and code enforcement, including field work with construction activities; and five years of supervisory experience. Possession of an International Code Council (ICC) certification in the appropriate fields of construction required.

Applicants must be able to perform strenuous physical activity in an outdoor environment and lift 20 lbs. If selected completion of a background investigation and pre-employment physical are required.

The Building Division Manager is a non-union, exempt position. The Village of Bartlett offers a generous benefits package, including: medical, dental and life insurance; pension; paid vacation, personal and sick leave; post-retirement health savings plan; and deferred compensation plans.

**Applicants must apply on-line at: www.village.bartlett.il.us.
~ The Village of Bartlett is an Equal Opportunity Employer ~**