



VILLAGE OF
Midlothian

14801 South Pulaski Road
Midlothian, Illinois 60445
Phone: (708) 389-0200
Fax: (708) 389-0255

www.villageofmidlothian.net

Gary L'Heureux, PRESIDENT
Allen Moskal, CLERK

TRUSTEES:
Kathleen Caveney
Jerome Gillis, Jr.
Carl Ivan
Donald Killelea
Karen Kreis

The Village of Midlothian is accepting applications for the position of Building Superintendent.

Position summary: Reporting to the Village President and assigned Trustee liaison, the Building Superintendent is a senior department level position which is responsible to plan, schedule and coordinate the activities and projects of the Village's building department and provide expert professional assistance to all Village departments. The Building Superintendent also provides direct supervision of other professional, technical and clerical personnel within the building department. The Building Superintendent is appointed by the Village President with the consent of the Village Board.

Essential skills and experience:

- Bachelor's degree with major work in pre-engineering, construction technology or a related field
- I-Code certification for residential/commercial inspections, permits, code enforcement or related fields of expertise, as well as a willingness to obtain additional certifications where applicable.
- FEMA certification for Certified Floodplain Manager (CFM) is preferred; or agree to obtain the CFM certification within twelve months of employment date
- Minimum of five years of senior level experience in building and related inspections, plan check review and/or code enforcement. Prior Building Superintendent related job experience is preferred
- Strong organizational leadership, personnel and project management skills
- Proficiency in the use of Microsoft Office and technology
- Possession of a valid Illinois Driver's License
- Excellent verbal and written communication skills, and oral presentation skills
- Knowledge of current building practices and materials in the structural, plumbing, mechanical and electrical construction fields. Detailed knowledge of federal, state and local codes and regulations governing residential and commercial/industrial construction, rehabilitation, alteration, use and occupancy.
- Detailed understanding of problems, trends and approaches used in municipal code inspection and enforcement programs.
- Ability to work independently and to maintain a high level of energy, and also work in a fast-paced team environment.
- Interpret and apply complex rules, regulations, laws and ordinances.
- Ability to enforce codes with firmness and tact.
- Establish and maintain effective working relationships with those contacted in the course of day to day operations.

Hours: full-time, attendance required at Boards Meetings usually held on the 2nd and 4th Wednesday of each month.

Starting Salary - DOQ

Applicants shall submit a completed application, cover letter, resume and professional references for immediate consideration to: Trustee Kathy Caveney at: kcaveney@villageofmidlothian.org.

Applications will be taken until the position is filled.