



Position Announcement

Building Official

10987 Main Street, Huntley, Illinois 60142 • 847-515-5200 • www.huntley.il.us

The Village of Huntley, a vibrant, growing community of 27,440 residents located in southern McHenry County and northern Kane County, is seeking applicants for the position of Building Official to be a key part of managing the Building Division of the Development Services Department.

Located along the I-90 corridor, Huntley is home to the region's newest hospital and has experienced in excess of \$420 million in new construction activity since 2014. Construction activity is expected to remain strong in future years and includes new residential, commercial and industrial development.

General Duties: This is responsible technical, administrative, and management work involving the planning, organizing, supervising, directing, and participating in the activities of the Building Division of the Development Services Department. The individual will supervise the Permit Coordinators and Office Assistant, in addition to overseeing contractual building, heating, plumbing, and electrical inspectors. Reviews plans and specifications for all building construction or repairs to ensure compliance with all building codes and ordinances prior to issuing permits for such work to begin; performs inspection work as needed; investigates and follows up on complaints regarding building related ordinances. Work includes considerable contact with residents, contractors, and architects. Work is performed with considerable technical independence under the direction of the Director of Development Services.

Qualifications: The ideal candidate will hold ICC certifications for Residential Building Inspector, Commercial Building Inspector, and Plans Examiner. Certified Building Official (CBO) certification preferred, or the ability to obtain within one year. Outstanding customer service skills, written and oral communication skills and knowledge of Microsoft Office are required. Candidate must have a valid Illinois driver's license.

Compensation: The starting salary range for this position is \$70,000 +/- depending on qualifications, and includes a comprehensive benefits package, including participation in IMRF.

To Apply: Interested candidates are required to complete and submit a resume along with a Village of Huntley employment application. Applications can be downloaded from the Village's website at www.huntley.il.us.

Completed applications can be submitted to: Human Resources 10987 Main Street, Huntley, IL 60142; faxed to (847) 515-5232 or emailed to: humanresources@huntley.il.us. Position open until filled.

Post Offer Requirements: Completion of a pre-employment physical and drug screen, along with a background check is required.

The Village of Huntley is an Equal Opportunity Employer