

# CITY OF WARRENVILLE

## Chief Code Official

The City of Warrenville is seeking an experienced and motivated professional to lead the Community Development Department's Building and Code Enforcement Division and manage the City's oversight of the extremely high volume of diverse construction that continues to occur in the community. The City is committed to professional and responsive customer service and consistently provides its staff the professional development, technology, and resources necessary to uphold this commitment. The individual selected to fill this position will have an opportunity to be part of a team of dedicated public servants who are committed to professional development and growth, providing high quality customer service, and making a lasting positive impact on the Warrenville community.

### **Job Duties**

- Oversees the demolition, alteration, construction, occupancy and maintenance of buildings within the City.
- Supervises, coaches, and mentors up to three full-time employees and multiple part-time employees.
- Directs the work of various specialty consultants.
- Coordinates Division's use of technology and implementation of the City's digital permit application, review, issuance, and inspection platform.
- Coordinates the City's adoption, amendment, and enforcement of various building, life-safety, and property maintenance related codes.
- Conducts field inspections, makes presentations to elected officials and stakeholder groups.
- Initiates legal action for unresolved property maintenance and zoning violations; works with City staff to prepare and prosecute cases in the local administrative adjudication program.
- Acts as Supervisor in Charge of the Department in Department Head's absence.

### **Requirements**

- Bachelor's degree in architecture, engineering, construction management, or a closely related field.
- 5 years experience as Plan Examiner, Building Inspector, Architect, Engineer, or Construction Manager; at least 2 years in a supervisory capacity.
- Extensive knowledge of building, zoning, property maintenance, and life health safety codes.
- Considerable knowledge of principals, practices, methods, and techniques of municipal building inspection and code enforcement.
- Skills in conducting investigative research.
- Advanced ability to apply interpersonal skills to resolve complex or volatile problems.
- Experience with the use of digital permit processing and inspection platforms and in the use of electronic plan review software and hardware.
- Ability to establish and maintain effective working relationships with employees and other agencies.

Schedule and hours are generally 40 hours per week, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The hiring salary range is \$76,454 - \$90,789. This is a full-time, exempt position with benefits, including health and life insurance, pension, and benefit time. Interested applicants should submit a job application, cover letter, and resume to:

**City of Warrenville**  
Attention: Alma Morgan  
3S258 Manning Avenue Warrenville, IL 60555  
Fax: 630/393-6948

[amorgan@warrenville.il.us](mailto:amorgan@warrenville.il.us)

**Equal Opportunity Employer**