

**VILLAGE OF ADDISON  
BUILDING DIVISION SUPERVISOR –  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Summary of Position and Duties:**

The Human Resources Division of the Village of Addison is accepting applications to fill (1) impending vacancy in the at-will, F.L.S.A exempt, full-time position of Building Division Supervisor in the Community Development Department. Under general supervision, this person assists the Director of Community Development with supervising activities and personnel related to the plan review and inspection of all buildings and structures being constructed, altered or repaired within the Village. This person administers all Code Enforcement Activities, including attending Administrative Adjudication and Circuit Court Hearings. This person also oversees the Industrial Property Maintenance Inspection Program and the Residential Rental Program to determine compliance with all Village Codes and Ordinances. This person evaluates subordinate Inspectors and Clerical Staff, including the Special Projects Coordinator, for various tasks and functions as outlined in their job description. The Building Division Supervisor generally works a Monday through Friday, 37.5-hour work-week. However, the employee will be expected to work and attend meetings after-hours, as directed by their supervisor. Work is of average difficulty and is reviewed for progress and conformance to established procedures by the Director of Community Development and/or his/her designee.

**The primary responsibility of the Building Division Supervisor will involve, but not be limited to:**

- Performs duties in strict accordance with the Department/division SOP/safety manual and expected to report any hazards and observed infractions immediately to the supervisor, assisting in resolution.
- Must wear all required safety equipment (i.e., gloves, ear plugs, etc.) for the duty at hand according to department, equipment and regulatory specifications; report near miss accidents; comply with proper P.P.E. usage and follow required JSA's; attend all required Village and department training; perform vehicle and work area evaluations according to department specifications and as required on a daily basis; initiate training topics or issues as needed.
- Approves or disapproves personal, vacation and/or sick leave for employees in their work unit, initiates disciplinary action against employees when necessary; supervises and evaluates the work of subordinate employees. Participates in the interviewing, hiring and training of new staff. Ensures that proper documentation of subordinate employee performance and behavior is conducted. Handles citizen complaints and takes the appropriate, corrective action.
- Supervises, cross-trains and assigns department personnel to plan review of proposed and altered buildings to ensure conformance to established building codes. May perform plan reviews and inspections to assist staff in maintaining workload. Investigates complaints related to violations of building, zoning and other ordinances if necessary; coordinates review of plans and other documents with other divisions of the Community Development Department, code consultants, fire districts, various State of Illinois agencies and the DuPage County Health Department, when applicable.
- Receives and investigates the general public's complaints regarding division services. Institutes corrective measures, including legal action as feasible, and communicates with the general public regarding complaint disposition. Provides said service to customers in a timely, professional and courteous manner.
- Supervises, trains and assigns department personnel to building inspections, reviews plans for proposed buildings to ensure conformance to established building codes; calculates permit fees.

- Supervises, trains and assigns department personnel to inspect all phases of building construction, including the use of materials and equipment to ensure compliance with established building codes; notifies proper officials when code violations are discovered and schedules re-inspections accordingly.
- Assigns personnel to perform annual and special inspections of existing buildings to determine if code violations have been rectified to conform to codes; re-inspect industrial buildings; inspect business locations for zoning and code compliance; and investigate citizen complaints.
- Prepares required ordinances, codes, permits, permit fees, and form updates and/or revisions as directed; attends Development Review Committee meetings and Commercial and Industrial Committee meetings.
- Meets with homeowners, contractors, developers, architects, engineers, planners and others to answer questions about code-related situations and assists in the preparation of building permits; coordinates with outside consultants for the review of building plans when necessary.
- Performs duties in strict accordance with the Department/division SOP/safety manual and is expected to report any hazards and observed infractions immediately to the Department Head; may serve on departmental safety committee; makes certain that staff in the division are also performing duties in accordance with all Department/division SOP/safety manual regulations and policies.
- Represents Village at professional association meetings; may represent department at Village Board, Commission and staff meetings.
- May be called upon to intervene when a resident or customer has a question or concern that is not answered to their satisfaction, and a supervisor is requested.
- May assign duties to subordinate employees; prepare work schedules, observe work routines to ensure that they are performed in accordance with established procedures and time schedules; may determine training needs and schedules and make requisitions for various materials, and supplies.
- In consultation with the Director, develops and recommends processes and procedures for departmental tasks; advises and instructs technical and clerical personnel on changes in procedures affecting operations under their control; confers with all departments for information required, answer questions and inquiries on the development and implementation of new and revised procedures.
- Must maintain strict confidentiality of information and documents, especially those dealing with personnel and other matters shared with the Supervisor by the Director. Sharing personal or confidential information with other employees, who should not have access to this information, is prohibited.
- Performs other various projects assigned by the Director of Community Development.

**All applicants must meet the following minimum requirements to be an eligible candidate for this position:**

- Possess a bachelor's degree with an emphasis in business or public administration, architecture and/or construction management preferred; experience may be used to substitute required education at the discretion of the Village Manager.
- Possess a minimum of three (3) I.C.C certifications, and five (5) years of progressively responsible

professional experience in the building plan examination/building inspector profession. Experience may be used to substitute required certifications and years of experience at the discretion of the Village Manager or Director of Community Development.

- Possess a valid Class 'D' Illinois Driver's License free from incidence that may result in suspension or revocation.
- Ability to work and attend meetings after-hours, as directed by their supervisor.
- Ability to pass a personal interview, background and physical and drug screen when applicable.
- Be able to successfully utilize Microsoft Office software programs (i.e., Word and Excel).
- Ability to successfully work in an environment with frequent interruptions, handling multiple projects and priorities at one time.

## **ADA COMPLIANCE**

### **Physical Skills and Abilities Required:**

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle keyboards and paper, rolled or unrolled, and blue-prints; climb up or down a ladder, hill, stairs and uneven terrain; occasionally stoop, kneel or crouch at ground level, talk or hear on the phone or in person. The employee must be able to lift, push, pull and/or move equipment up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled; be available for call-out 24 hours a day, 7 days a week; and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

### **Work Environment Factors:**

Ability to work under conditions that occasionally require exposure to environmental factors such as temperature and noise extremes, odors, toxic agents, wetness, electrical currents, moving parts, fumes. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually moderate, but occasionally loud.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### **Salary:**

The salary range for this position is **\$97,944 - \$135,577**. The Building Division Supervisor will receive a very competitive benefit package and work 37.5-hours per week, plus any after-hours work that is required.

### **Required test and screenings:**

The candidate selection process may consist of, but not be limited to: a review of the candidate's past work experience/skills, a personal interview and the application of a test. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Addison.

### **IMPORTANT NOTICE – SUBMISSION OF APPLICATION:**

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, or downloaded from the Village's website at [www.addisonadvantage.org](http://www.addisonadvantage.org). Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison,

Illinois 60101, emailed to [voajobs@addison-il.org](mailto:voajobs@addison-il.org), or submitted personally to the Administration Department, Room 2100 of the Village Hall. Applications accepted until the position is filled. Also, applications submitted after the deadline will **NOT** be accepted. Only one (1) application per person, per testing cycle is accepted.

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.**

**Equal Employment Opportunity:**

Please refer to the Village of Addison website: [www.Addisonadvantage.org](http://www.Addisonadvantage.org), Division of Human Resources Section, to review a copy of the Village's policy on Equal Employment Opportunity.

**IMPORTANT DISCLAIMER FOR POTENTIAL APPLICANTS:**

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.

**\*\* APPLICANTS – PLEASE CAREFULLY READ \*\***

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security, and morale, the Village of Addison believes it advisable to prohibit the employment of relatives in a direct supervisory relationship or to prohibit having two (2) relatives employed in the same department/division. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

“Relatives” (including blood/step/in-law/adopted/legal guardian) are defined as spouse, mother, father, sister, brother, child, uncle, aunt, grandparent, grandchild, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other. The same prohibitions apply to employees who marry, cohabit, or become related by marriage. The provisions of this policy are not limited to personal or familial relationships amongst supervisors, managers, and subordinates. The policy also includes personal and/or familial relationships between individuals working as peers in any department when such relationship actually disrupts the operation of the department or the Village.