



Naperville

EMPLOYMENT OPPORTUNITIES
EXTERNAL POSTING - POSITION SUMMARY

Job Title: **Operations Manager – Plan Review, Permitting & Inspections**

Opening Date/Time: July 27, 2018

Starting Salary: Mid \$80s to low \$90's, commensurate with experience

Job Type: Full Time

Location: 400 S. Eagle Street, Naperville, Illinois

Department: Transportation, Engineering and Development

Job Description

The City of Naperville's Transportation, Engineering, and Development (T.E.D.) Business Group seeks an innovative Operations Manager. This is a leadership role responsible for overseeing three teams focused on commercial and residential building permit processing, review, and inspections. This position requires constant coordination amongst various teams within TED, other City departments (including Fire, Public Works, Electric and Water Utilities), and with the external customer in order to deliver seamless service to the City's development community.

Responsibilities:

Specifically, this individual will oversee the organization, direction, and day-to-day operations of the Plan Review Group, which includes the Chief Building Official and two Plans Examiners; Field Project Manager who works directly with the Inspection Team; and the Development Process Assistant who supervises the Permit Counter staff. Regular duties will include responding to internal and external inquiries and concerns regarding permit projects; effectively resolving conflict tied to permits and inspections; and tracking permit and inspection data and allocating personnel accordingly to respond to changing field and review needs.

Special projects will include: leading Building Code Updates; serving as the staff liaison to the Building Review Board; serving as the staff liaison to the Advisory Commission on Disabilities; conducting reviews and updates to permit fees and permit processes; project managing the City's dark fiber initiative; and serving on a team to implement the City's new EnerGov and Bluebeam permit management and review software.

The Operations Manager will directly supervise four employees (as many as 20 *additional* department employees can be linked to the permit process). The selected candidate will also regularly work with a variety of external stakeholders in the community. The Operations Manager reports directly to the City's Deputy Director of Transportation, Engineering and Development.



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Qualifications:

At a minimum, requirements for this position include:

- a Bachelor's degree in Planning, Engineering, Architecture, Public Admin, or a related field
- five to seven years of related development experience
- one to two years' prior personnel management experience
- a valid Illinois Class D Driver's License

Preferred candidates will also possess strong supervisory skills; strong oral and written communications skills; research, analysis, and project management skills; consensus building skills; team building skills; and knowledge of engineering & architectural principles and building construction and codes.

Those receiving additional consideration will possess a *Chief Building Official* certification and/or ability to obtain said certification within 3 years of hire.

Additional information:

The City of Naperville, Illinois is a dynamic community of 147,000 residents, conveniently located 28 miles west of Chicago. The City has gained national recognition for its family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. Various publications have named Naperville as one of the best cities in the United States in which to live. It's also a great place to work! Our municipal government employs 900 dedicated individuals in a wide range of job categories. In return for your "*great service all the time*," we'll provide you with a collaborative & stable working environment, a forward-looking leadership team, a competitive benefits package including paid time off, medical & dental insurance, IMRF pension eligibility, and free access to the Municipal Center's employee fitness center.

PLEASE NOTE THE APPLICATION PROCESS!

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The City of Naperville accepts only online applications. Apply by visiting **the City's main web page** (www.naperville.il.us), and simply click "Careers." Then scroll down and select the job title of interest **for more information and to apply.**

It is important that your application is complete and thorough. Please include all requested education, experience, attachments and other information. Resumes and other supporting documents may be provided at the time of application; however, resumes will not be accepted in lieu of an application. Incomplete



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applications are subject to rejection. Notifications to applicants will be sent electronically to the email address you provide.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodation in the recruitment process should notify Human Resources in advance at (630) 305-7066.