

EMPLOYMENT OPPORTUNITY

VILLAGE OF HOFFMAN ESTATES



BUILDING OFFICIAL

The Village of Hoffman Estates is seeking talented and motivated applicants for the position of **Building Official**. Primary responsibilities involve building plan reviews and managing the building permit process, including supervision of a Permit Technician position.

Highly qualified candidates will possess the following **key competencies**:

- Considerable knowledge of building construction methods and materials; considerable knowledge of state, local, and ICC Building Codes.
- Ability to provide excellent customer service and establish effective working relationships with contractors, developers, architects, engineers, Village employees and the general public.
- Ability to multi-task and handle a large volume of plan reviews in a timely manner.
- Ability to supervise, mentor and educate direct report staff.

REQUIREMENTS

International Code Council (ICC) combination Plans Examiner, Certified Building Official (CBO) certification required or ability to obtain certification within 24 months of hire. Other preferred certifications: Commercial Plans Examiner, Residential Plans Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, etc.

Valid State of Illinois Class "D" Driver's License.

Minimum of 5 years of experience in reading, interpreting and/or designing drawings and plans.
1 – 3 years supervisory experience preferred.

Two or more years of college coursework in architecture, architectural engineering, constructions management, or closely related field.

Potential Advancement Opportunity in 2023: Due to a second planned retirement in 2023, there is an opportunity for the Building Official role to expand to include duties such as management of building inspection staff and/or inspection processes. Applicants with skills and experience beyond those identified in the Building Official posting are encouraged to highlight those qualifications and interest in this expanded role as part of a cover letter. During the application review and interview processes, the recruitment team will consider all proposals for an expanded role and expansion of the job duties.

HOURS/SCHEDULE

40 hours per week, Monday – Friday between 8:00a.m. – 5:00p.m.

COMPENSATION

Salary range of \$89,162 - \$126,610

Starting salary DOQ.

Competitive benefit package which includes: health, dental, vision, and life insurance, medical and dependent care flexible spending accounts, a retirement pension plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

ABOUT THE COMMUNITY

The Village of Hoffman Estates, Illinois, founded in 1959, is located in suburban Cook County, approximately 30 miles from the City of Chicago. With a population of over 50,000, Hoffman Estates is a full-service community. The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services. Hoffman Estates' strategic location along the Golden Corridor of Interstate 90 provides excellent access to all major attractions within the Chicagoland region and the Midwest. Over 26,000 people are employed by the more than 800 businesses operating in Hoffman Estates. Recently ranked one of the best places to live in Illinois, the Village of Hoffman Estates offers high-quality schools, parks, entertainment and recreational opportunities, as well as a variety of housing options.

FOR MORE INFORMATION AND TO APPLY:

[Click Here](#)

Please submit a resume, cover letter and information regarding certifications held with completed employment application.

APPLICATION DEADLINE: OPEN UNTIL FILLED.

FIRST REVIEW OF APPLICATIONS BEGINS ON JANUARY 3RD.

VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD HOFFMAN ESTATES IL 60169 847.781.2690

*Hoffman Estates is an Equal Opportunity Employer and complies with all applicable
Federal, State and local laws regarding employment.*