



**JOB DESCRIPTION:**  
**CHIEF BUILDING OFFICIAL**

**STATUS:**  
**DEPARTMENT:**  
**REPORTS TO:**

**EXEMPT**  
**BUILDING SERVICES**  
**VILLAGE ADMINISTRATOR**

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**JOB SUMMARY**

The Chief Building Official is responsible for leading the Building Services Department. The primary function for this full-time position is to oversee and participate in the plan review and inspection of all commercial, industrial, and residential properties for the purpose of securing and maintaining compliance with building codes. The Chief Building Official is an active participant of the senior management team and reports to the Village Administrator.

**DUTIES & ESSENTIAL JOB FUNCTIONS**

- Responsible for the day-to-day activities and workload of the Building Services Department. Oversees and works closely with building inspectors, code enforcement and clerical staff in the management of building permit activity.
- Effectively trains, mentors, and evaluates the performance of department staff. Supervises building inspectors in the inspections of buildings during the course of construction.
- Serves as an in-house expert on building code interpretation, regulating the minimum standards of life safety, health and welfare for the community.
- Enforces building and certain zoning related ordinances to ensure compliance with all relevant codes, ordinances and accessibility laws.
- Reviews applications for building permits to ensure compliance with building and certain zoning ordinances. Reviews plans to determine conformance with codes prior to issuance of building permits; coordinates with planners to help ensure the conformance of development proposals with zoning and land use requirements. Works with fire protection district for conformance with fire/life safety codes.
- Provides advice in the development of short and long range plans, gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Serves as a technical resource to provide professional advice to the Village Administrator, Village Board, and the Planning & Zoning Commission that enables data-driven decision

making. Recommends changes to codes, rules and regulations based upon common problem areas and special land use development issues. Attends all Village Board meetings and other Village meetings as needed.

- Assures that assigned areas of responsibility are performed within budget; performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Performs related work as directed by the Village Administrator.

### **QUALIFICATIONS**

The ideal candidate for this position is hard-working and committed to providing exceptional customer service, tactful diplomacy, and impartiality. Required qualifications include:

- Certified Building Official (CBO) certification by International Code Council (ICC).
- Bachelor's degree (B.A.) from a four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.
- At least 5 years of progressively responsible management experience; or an equivalent combination of education and experience.
- Continuing education, the ability to obtain Master Code Professional (MCP) and maintain additional ICC certifications, ICC plan review in multiple disciplines, and involvement with professional organizations is expected.
- Supervisory experience and strong budget/finance background and capacity is desired. Attending evening meetings will be required.

Other qualifications and skills include:

- A valid Illinois driver's license.
- Ability to interpret technical language, construction drawings and maps.
- Strong verbal and written communication skills are necessary. The ability to effectively present information and respond to questions from elected officials, contractors, developers/land owners and the general public concerning build code and zoning ordinance requirements is critical.
- Dedication to the fair and impartial enforcement of codes and regulations.
- Ability to use the Village's software system, including Microsoft Office.

### **PHYSICAL DEMANDS**

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION**

The information in this job description has been designed to indicate the general nature of work performed by the employee within this classification. It is not designed to contain or to be interpreted as a complete inventory of all duties, responsibilities, and qualifications required of the employee assigned to this job.

I have received a copy of the Job Description and have read and understand its contents.

_____ Employee Name (Please Print)	_____ Date
_____ Employee Signature	_____ Date
_____ Village Administrator's Signature	_____ Date