



CITY OF ROLLING MEADOWS

Position Description

Position Title: Plan Review/Inspection Supervisor **Reports to:** Community Development Operations Superintendent/Assistant Director of Public Works

Job Status: Full Time

Department: Community Development Division of Public Works

FLSA Classification: P-2

Date: July, 2021

Position Purpose:

- To provide daily coordination and supervision of permit review, inspection, and code enforcement activities in Community Development.
- To manage, direct and assist applicants with building plans and specifications to achieve compliance with codes and regulations related to new/existing development within the City.
- To manage, supervise, direct, and perform inspections and plan reviews, issue permits, and manage project related coordination activities.
- Cooperatively participate in, contribute to, and assist in the effective and efficient administration of Community Development operations, programs, and activities.
- Serve as a liaison for City Boards and Commissions as necessary.
- Serve as a conduit between compliance and builders, contractors, architects, and residents, and assist in creating solutions to non-compliance issues.

Essential Position Duties:

- Manage, review (or cause the review) of building and development plans.
- Supervise staff to be successful in the Department's goals and objectives.
- Resolve issues brought by residents and contractors related to development and code compliance matters.
- Supervise and manage operations related to third-party consultant contracts, etc.
- Report to and inform Department and Division Supervisors about high profile activities and projects.

- Assist in the management, budgeting, personnel matters, etc. related to the Community Development Division as a whole.
- Represent the City (and Department) in a professional, helpful, and courteous way.
- Develop, refine, improve, administer, and manage processes, procedures, and programs, and encourage the same of employees.
- Work in cooperation with City Engineer, Fire Department, Police Department and other members of the City staff in a respectful and collaborative manner.
- Assist, enforce, refine, and maintain all City policies and procedures.
- Assist in developing and identifying goals and objectives for employees, the Division, and the Department.
- Conduct performance reviews for subordinates.
- Serve as Division Supervisor in their absence, as needed.
- Assist in the development and preparation of public relations and public education programs, and encourage the same within the Division.
- Control, manage, and monitor expenditures within the Division Budget.
- Prepares correspondences and reports as required.
- Assist in processes related to the hiring, discipline and termination of replacement personnel.
- Monitor employee performance and prepare necessary documentation to recommend personnel action.
- Encourage and participate in the development and training of employees and assist in the long range planning of employee development in line with Department succession planning.
- Recommend procedures, forms and document revisions as needed for the review of plans and issuance of permits.
- Elaborate and counsel applicants on plan review reports so they better understand the code related issues.
- Update and manage Division documents and reports to present a professional, courteous, and supportive tone.
- Evaluate and recommend alternate methods and materials based on knowledge of code compliant means.
- Provide excellent customer service with answering questions and counseling applicants on plan review results and the permit review process.
- Assure that plan review, inspection, and enforcement procedures are implemented and carried out in a uniform and unbiased manner.
- Complete other duties as assigned.

Competencies:

- Must have training and experience in building, inspecting, and managing of a building permit process.
- This position requires extensive knowledge of the following codes:
 - International Code Council Series (currently the 2009).
 - State of Illinois Plumbing Code.
 - National Electric Code (currently the NEC 2008).
 - National Fire Code.
 - NFPA Code.
 - Illinois Accessibility Standards.

- This position must have the general working knowledge of the following codes, or an ability to develop a working knowledge over the course of the first twelve (12) months of employment:
 - Rolling Meadows Code of Ordinances.
 - Rolling Meadows Zoning Code.
 - Supplemental Codes, Standards, and Regulations
- This person should have a working knowledge of requirements and processes enforced by the following; MWRD, IEPA, EPA, IDPH, ADA, etc.
- Must be capable of reading and explaining building plans, reviews, reports, and specifications.
- Must manage and maintain all required operational records and files.
- Must be capable of handling confidential matters and material in a professional manner.
- Must have the ability to follow oral and written directions and perform the duties, responsibilities and assignments of this position with little or no supervision.
- Must possess the ability to be cooperative, collaborative, and flexible in their approach.
- Must exercise discretion and independent judgment in determining the sequence of work.
- Must have an excellent working knowledge of building and permit procedures and practices.
- Must possess excellent oral and written communication skills.
- Must possess the ability to be a good listener and be able to respond to difficult situations with courtesy and professionalism at all times.
- Must possess the ability to meet and converse with the public in a dignified and polite manner and to provide excellent customer service.
- Must possess the ability to represent the City at other meetings, including Boards and Commissions during and after normal work hours as necessary.
- Must possess the ability to operate the required office equipment, personal computers and associated software programs (Microsoft Windows, Word, Excel, Access, MSI, and Outlook) with the necessary optical, auditory and manual dexterity required.
- Must possess the ability to ensure the completion of all responsibilities by working overtime if the task must be completed outside of normal work hours or in the event of emergency situations.
- Must possess the ability to sustain posture in a seated position for prolonged periods of time.

Minimum Qualifications:

- Previous experience with Municipal building code enforcement or architecture, is a plus.
- Minimum of five years of progressive experience in supervision of people in building inspection, architecture, plan review or construction management industries.
- Associates Degree minimum; Bachelor Degree preferred.
- ICC Commercial and Residential Plan Review Certifications required within eighteen (18) months of employment.
- Electrical inspector/certificate is preferred.
- Excellent command of the English language including grammar and spelling.
- Excellent computer skills including but not limited to Word, Excel, PowerPoint, etc.)

Environmental Conditions:

- Work assignments are performed within an office setting open to distractions regularly expected in an office setting, as well as outside environment in the field (job sites).
- Must be able to physically traverse rough, wet, icy and/or muddy terrain.
- Must possess the ability to sustain posture in a seated position for prolonged periods of time.
- Ability to experience frequent transition from hot to cold and from humid to dry atmosphere.
- Ability to perform a variety of tasks on slippery or hazardous surfaces.
- Ability to spend time exposed to outside weather conditions.
- HVAC controlled, non-smoking environment.
- Accommodations may be arranged for candidates with disabilities under the Americans with Disabilities Act, provided that the candidate processes the desired competencies and qualifications and can perform the assigned duties.

Risk Management and Safety Responsibilities:

- Best efforts should be made to ensure a safe environment for the public and staff, in accordance with City and all other applicable codes, including but not limited to; APWA, AWWA, ICC, IDOL, EPA, IEPA, MWRD, FLSA, IRMA, NEC, NFPA, and/or other local, state or federal regulations.
- Knowledge of occupational hazards, safety procedures, Federal, State and Local codes.
- Coordinate and conduct weekly "safety talks".
- Demonstrate involvement in safety inspection process.
- Identify and coordinate light duty tasks for Early Return-To-Work (ERTW) program.
- Demonstrate in-depth knowledge of departmental Job Safety Analysis (JSA's) and Standard Operating Procedures (S.O.P.'s).
- Identify and coordinate necessary training for subordinates.
- Conduct and authorizes safety orientation for new employees.
- Ensure use of appropriate Personal Protective Equipment (P.P.E.) by all employees.
- Demonstrates involvement in behavioral observation and feedback process.
- Complete and authorize all accident investigation reports in a timely manner and assures corrective actions are implemented.
- Develop and implement employee specific risk management responsibilities.
- Hold employees accountable for safety violations and risk management responsibilities.

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.