



## VILLAGE OF ITASCA

### ACCEPTING APPLICATIONS FOR BUILDING PERMIT SUPERVISOR

The Village of Itasca seeks a highly qualified person to fill the Building Permit Supervisor position in the Community Development Department. Reporting to the Director of Community Development, the position oversees all aspects of building plan review, inspections and building permit application services. The position functions as lead plan reviewer and performs certain inspections, as well as supervises contracted inspectors and counter staff. The Building Permit Supervisor needs to be available for after-hours emergency inspections and other incidents as needed, as well as attend occasional night board or commission meetings when necessary.

The position requires the ability to establish and maintain effective working relationships and collaborate with design professionals, developers, contractors, residents, property owners, supervisors, staff members, elected officials, and the general public while providing excellent internal and external customer service. The successful candidate will have extensive knowledge of building codes, as well as other local codes, ordinances, and regulations and their application and the ability to read and interpret such codes, ordinances, and plans dealing with construction. Effective written and oral communication skills including report writing, editing, presentations and interpretation and analysis of technical information are also required. Proficiency in Microsoft Office applications and inspection software is required.

Graduation from an accredited four-year college or university with a degree in construction management, civil engineering, architecture, or a closely related field is required. An associate's degree in a closely related field in conjunction with the International Code Council's Certified Building Official (CBO) or Master Code Official may be substituted for Bachelor's Degree requirement. The Certification is preferred, but the ability to obtain within a year is acceptable. A minimum of three years of directly relevant experience in building inspection or general construction is required. Experience working in or for municipal building and/or code compliance and supervisory experience are strongly preferred. A valid driver's license with a good driving record is required.

Excellent benefits and pay dependent on qualifications. To be considered, submit your cover letter, resume and employment application to Human Resources at [itascahr@itasca.com](mailto:itascahr@itasca.com). Employment applications can be downloaded from the Village website: <http://itasca.com/jobs.aspx>. Resumes will be accepted until Monday, March 2, 2020.

**Village of Itasca is an Equal Employment Opportunity Employer**