

**MCHENRY COUNTY, ILLINOIS  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>BUILDING ENFORCEMENT OFFICER</b>	<b>JOB CODE:</b>
<b>DEPARTMENT:</b>	<b>PLANNING AND DEVELOPMENT</b>	<b>FLSA STATUS: EXEMPT</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF PLANNING &amp; DEVELOPMENT</b>	<b>GRADE: 13E</b>
		<b>DATE: 9.8.2021</b>

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**JOB SUMMARY:**

Under general supervision from the Director of Planning and Development, is responsible for the overall administration of the processing, issuing, and inspecting building permits and enforcement of the County adopted building codes. Supervises the Building Division staff of Plans Reviewers and Inspectors. Conducts special projects and performs a variety of advanced duties as assigned.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Oversees the day to day operation of the Building Division to ensure the efficient and accurate review of building permit applications, enforcement of building codes, maintenance of permit records, and courteous customer service.
- Manages and assists with permit intake, building plans review, inspection, and code enforcement activities.
- Supervises Building Division staff by providing work assignments, monitoring and evaluating performance, providing training and staff development.
- Makes recommendations regarding hiring, discipline, and termination of employees.
- Provides oral and written interpretations of the building codes.
- Testifies in court regarding building code requirements and construction violations.
- Provides assistance to property owners, contractors, and applicants.
- Assists and advises the County Board in matters related to the update and revision of building codes, fee schedules, and related ordinances.
- Manages special projects requiring a high level of policy development or ordinance interpretation.
- Performs other related duties as assigned by the Department Director

- Respond to emergency requests for inspections regarding structural fires and other structural damage 24/7.

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **Education and Experience:**

- Associate's Degree or higher (Bachelor's degree preferred) from an accredited college or university with course work in construction management, architecture, engineering, or a related field; and
- Five to seven years of progressively responsible related experience; or
- Any equivalent combination of education and experience which provides the required knowledge and skill to perform the essential functions of the job.

#### **Licenses and Certifications:**

- ICC Certified Building Official (preferred) or multiple ICC plans review and inspection certifications; or
- Licensed Architect or Engineer.
- Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- The following building construction codes, as adopted and enforced by McHenry County:
  - International Residential Code
  - International Building Code
  - International Fire Code
  - International Mechanical Code
  - International Fuel Gas Code
  - National Electrical Code
  - American with Disabilities Act (ADA)
  - Illinois Energy Conservation Code
  - Illinois Accessibility Code
  - Illinois State Plumbing Code
- Construction methods
- Construction terminology

- Accepted personnel practices, procedures and policies.

**Skill in:**

- Communicating clearly and effectively, both orally and in writing.
- Following instructions, responding to management direction; taking responsibility.
- Interpreting and applying, established rules, regulations, policies, and procedures.
- Problem solving.
- Organizational skills.
- Using computers for word processing, spreadsheets, and entering and retrieving data.
- Use of building permit software systems.

**Mental and Physical Abilities:**

- Ability to read construction documents, building drawings, and specifications.
- Ability to read, analyze and interpret laws, ordinances, and regulations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to present recommendations and reports to small groups and large audiences
- While performing the essential functions of this position the employee is frequently required to sit, use hands to handle or feel, reach with hands.

**Working Conditions:**

- Office work is performed in an office environment with quiet working conditions.
- Site inspections may be performed in construction, industrial environments with moderately loud operating equipment being used.