

VILLAGE OF MAYWOOD
invites applications for the position of:
Chief Building Inspector

An Equal Opportunity Employer

SALARY: \$70,000.00 Annually

OPENING DATE: 03/12/20

CLOSING DATE: 03/31/20 05:00 PM

DESCRIPTION:

The Chief Building Inspector is appointed by the Director of Community Development. Under the general direction of the Director of Community Development incumbent is responsible for enforcement of building codes, ordinances, plan review, issuance of permits, inspections code enforcement and other Codes relative to the Village. Supervise Building Inspectors, Code Enforcement Officers, Animal Control Officer and contracted electrical and plumbing inspectors.

SUPERVISION RECEIVED

Under the oversight and direction of the Director of Community Development, the incumbent receives very general guidance with respect to overall objectives; work is usually quite independent of others; incumbent operates within departmental policy guidelines using independent judgment in achieving assigned objectives. Some routine duties are performed with minimal supervision where standard practices or procedures allow the incumbent to proceed alone; occasional check of work while in progress may occur; work at times may be reviewed upon completion.

SUPERVISION EXERCISED

Incumbent is responsible for direct supervision of the Building Inspectors, Code Enforcement Officers, Animal Control Officer and Permit Clerks.

EXAMPLES OF DUTIES:

Essential and other important duties and responsibilities may include, but are not limited to the following:

- Carries out the duties and responsibilities of the Community Development Department relative to enforcement of the Building Code and other Codes adopted by the Village, as well as other departmental duties relative to Code Enforcement as set forth through the Village Code.
- Conducting plan review and the issuance of permits as appropriate pursuant to the Village Code and any other codes or regulations adopted by the Village.
- Conducting inspections required by the Village Code and any other codes or regulations adopted by the Village; responsible for oversight of all inspectors, including electrical and plumbing inspections.
- Conducts stop order on construction, alterations and/or repairs to buildings within the corporate limits of the Village whenever such work is being done in violation of the Village Code, building, zoning and property maintenance codes or any other Village Code or regulation.
- Enforces MVC, policies and procedures regarding code enforcement staff.
- Responsible for inspections at any reasonable time in order to make or cause to be made

- entry into any building or premises where work or altering, repairing and/or constructing any building or structure is commenced.
- Responsible for the Business License, Elevator Inspection, Neighborhood Walk Programs and other related programs.
 - Issues notices of violations and citations for violations of the Village Code or any building or other Code or regulations adopted.
 - Approves certificates of occupancy and zoning for any structure or use of land in the Village.
 - With the assistance of the administrative staff of the Community Development Department, keeps all records and transactions of the Code Enforcement Division, including all records, all financial records, records and files related to applications for permits and inspections, records related to compliance issues concerning properties within the Village and other such records as may be necessary for the efficient operation of the Division.
 - Responsible for conflict resolution with contractors, citizens, Village trustees, and others.
 - May be required to attend meetings such as MAPs meetings, Village Board Meetings, Town Hall as needed.
 - Enters information on Web Q&A and monitors timely completion of Web Q&A entries by code officers and inspectors.
 - The performance of any other duties at the direction of the Director of Community Development and/or Village Manager.

TYPICAL QUALIFICATIONS:

Knowledge and Skills:

- Principles and practices of building inspections, including business, commercial and residential properties.
- Must be proficient in Microsoft Office Suite.
- Experience working with building codes and municipalities.
- Strong background in public administration, planning, project management, building, architecture and fire science.
- Experience with conducting inspections, plan reviews and issuing permits.
- Knowledge of municipal Code and zoning regulations, policies and procedures.
- Knowledge of municipalities and the Village of Maywood community.
- Excellent communication, interpersonal and writing skills; excellent conflict resolution skills.
- Must be public service oriented with excellent customer service and people skills.
- Extensive initiative and independent judgment, critical thinking and problem-solving skills.
- Excellent supervisory and/or management skills with the ability to manage diversity.
- Good computer and database skills; good organizational skills and detail oriented.

Ability to:

- Perform some plan reviews both commercial and residential in all trades.
- Establish and maintain effective working relationships with Village personnel, the public, citizens, businesses, officials and others.
- Review and analyze work requirements and deadlines and recommend and implement appropriate action, resolve operational and procedural problems and any conflicts, errors or discrepancies.
- Prepare and present clear and concise oral and written communications.
- Manage staff effectively and efficiently.
- Work under pressure and meet deadlines.
- Understand and apply Village Codes, policies and procedures.
- Maintain confidentiality.

EXPERIENCE, EDUCATION AND TRAINING

Any combination of education, experience, and training that is equivalent to the employment standard listed above and that provides the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

- Inspection and Plan review experience for commercial and residential structures.
- 5+ years' Experience supervising building/code enforcement department staff.
- ICC Certified Building Official preferred
- ICC Plan Review certifications in multiple trades required
- ICC Inspector certifications in multiple trades required
- Bachelor's Degree from an accredited college or university with coursework preferably in public administration, planning, architecture, building, urban and/or regional development or a related field. Some post graduate work is a plus.
- Minimum four years of increasingly responsible experience with building inspections, including business, commercial and residential property inspections.
- Experience working with officials, organizations, community groups, public and private organizations.
- Working knowledge of plan reviews, building codes, zoning regulations and policies and procedures relative thereto.
- Perform Zoning Reviews as needed.
- Minimum 4 years of supervisory and/or management experience.
- Must live within the 15 mile radius of the Village of Maywood.

PHYSICAL FACTORS

Normal conditions of office environment/ Very minimal all-weather exposure.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www://http:maywood-il.org>

Job #CBI-032020
CHIEF BUILDING INSPECTOR
LB

OUR OFFICE IS LOCATED AT:
Village of Maywood
40 Madison Street
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708-450-6309
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