



Building Official

Village of La Grange, IL

Position Description

The Village of La Grange (pop. 15,563) is seeking a full-time Building Official to join its Community Development Department. La Grange is a thriving community with a dynamic downtown and beautiful residential neighborhoods. Although an established community, La Grange experiences steady construction activity, averaging approximately 1,000 building permits per year and several large developments are currently under construction or planned for 2019. As an integral member of the Village team, the Building Official will play an important role in maintaining the Village's vitality through management of building permit services to facilitate economic development while protecting public health.

Under the supervision of the Community Development Director, the Building Official will manage all aspects of the building permit process. The Building Official plans, organizes, and supervises in-house and contractual staff in all functions related to building permit applications, permit tracking, plan review, inspection scheduling, contractor registration, building permit code interpretations, and records management and processes. The Building Official also performs plan review and building inspections and provides highly responsible and complex administrative support to the Director of Community Development. Work often involves extensive public contact and effective coordination with contractors, architects, residents and other Village departments.

Qualifications

This position requires the exercise of sound judgement, based on a thorough knowledge of building related codes and administrative policies and procedures. The successful candidate must possess strong organizational and management skills. Effective written communications skills and ability to interpret and summarize technical information are also required. 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. The Building Official will need to be available for after-hours contact for emergency inspections and other incidents as needed, as well as attend occasional boards or commission meetings at night when necessary.

A Bachelor's degree from an accredited four-year college or university with major course work in either a construction-related field such as engineering or construction management, or a management-related field such as public or business administration, is required. A minimum of five (5) years of progressively responsible experience as a Plans Examiner or Building Inspector involving interpretation and application of building codes and building code enforcement is required. Ideal candidates will have experience working for an Illinois municipality, a minimum of three (3) years supervisory experience, and the International Code

Council's Certified Building Official (CBO) or Master Code Professional (MCP) credential. Qualifying experience may be substituted for the required education; candidates with equivalent training and work experience are encouraged to apply. A valid driver's license with a good driving record is required.

Salary range for this position is \$89,739 - \$100,753 with a competitive benefit package and participation in the Illinois Municipal Retirement Fund (IMRF). A letter of interest and current resume should be submitted to Community Development Director Charity Jones via email to cjones@villageoflagrange.com or via mail to:

Community Development Department
Village of LaGrange
53 S. La Grange Road
La Grange, IL 60525

The position will remain open until filled. Applicants with disabilities who need accommodations to complete any portion(s) of the employment process should contact the Village Manager's office at (708) 579-2315. The Village of LaGrange is an equal opportunity employer.