



**VILLAGE OF WEST DUNDEE  
POSITION CLASSIFICATION**

POSITION - Chief Building Official

DEPARTMENT - Community Development

SALARY RANGE - \$70,901 - \$94,107 depending on qualifications, plus benefits

HOURS - Full-Time (40 hours/week)

COMMUNITY PROFILE

Historic West Dundee (population 7,361) is seeking an experienced and motivated Chief Building Official with a proven track record to join its small and active Community Development team during an exciting time in the Village's history.

Nestled on the banks of the Fox River in Northern Kane County and with convenient access off of I-90, West Dundee is undergoing a renaissance through transformation of an historic Main Street, evolution of a regional mall, and development of residential, commercial, and light industrial projects.

SUPERVISION

The Chief Building Official reports to the Community Development Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Exercising sound judgment based on a thorough knowledge of building codes and construction practices, the Chief Building Official:

- Manages all aspects of the building permit process;
- Performs plan reviews and coordinates reviews referred to outside consultants;
- Performs on-site inspections of footing/foundation, framing, electrical, mechanical, and related inspections of new and existing buildings for compliance with approved plans and applicable code regulations;
- Provides technical building code advice to internal and external customers; and,
- Researches problems and complaints regarding buildings and construction and coordinates with the Code Enforcement Officer to achieve compliance.

MINIMUM QUALIFICATIONS

- Thorough knowledge of ICC Codes (IBC, IRC, IMC, IECC, IPMC), National Electric Code, and IL State Plumbing Code
- Considerable skill and demonstrated experience in applying knowledge of building codes

- Thorough knowledge of and demonstrated experience in applying building inspection practices and methods and rules and regulations
- Three or more ICC certifications, including but not limited to: Plans Examiner, Building Inspector, Residential Combination Inspector, and Commercial Combination Inspector
- Ability to be self-motivated and work independently
- Ability to communicate effectively, verbally and in writing
- Ability to establish and maintain effective working relationships and collaborate with contractors, design professionals, developers, property owners, residents, the general public, and Village staff
- Ability to solve problems and provide responsive customer service
- Ability to interpret, summarize, and convey technical content to interested parties
- Ability to create and maintain well-organized files in paper and electronic formats
- A valid Illinois' Class "D" Driver's License at the time of employment and maintained throughout
- Pass a background check, physical, and substance screening

#### EXPERIENCE AND EDUCATION

- A minimum of five (5) years in a managerial or supervisory building department position – or a minimum of five (5) years of technical instruction in building technology, construction management, mechanical, electrical, plumbing, and building construction – is required.
- Progressively-responsible experience as a Plans Examiner, Building Inspector, or Chief Building Official interpreting and applying building codes is desirable.
- A proven track record in a municipal environment is desirable.
- A high school diploma is required.
- A Bachelor's Degree from an accredited college or university with a major in construction management or engineering is desirable.
- The ICC's Certified Building Official (CBO) or Master Code Professional (MCP) credential is desirable.

#### SALARY AND BENEFITS

The Village of West Dundee offers a comprehensive and competitive benefits package for full-time employees with contributions to medical, dental, vision and life insurance and the Illinois Municipal Retirement Fund (IMRF) as well as paid vacation, personal days, and holiday time.

#### APPLICATION

Applications will be accepted until May 30, 2019.

Qualified candidates should apply with cover letter, resume, and three (3) work-related references to:

Department of Community Development  
 Attn: Timothy Scott, AICP, CNU - Director  
 100 Carrington Drive  
 West Dundee, IL 60118

Email: [tscott@wdundee.org](mailto:tscott@wdundee.org)  
 Phone: (847) 551-3806  
 Fax: (847) 551-3814

The Village of West Dundee is an equal opportunity employer.