



CITY OF ROLLING MEADOWS

Position Description

Position Title: Building Official

Reports to: Community Development Superintendent

Job Status: Full Time

Supervises: Direct/Indirect

Department: Community Development Division of Public Works

Pay Grade Assignment: P-2

FLSA Classification: Exempt

Date: October 18, 2021

Position Purpose:

- To provide daily coordination and supervision of inspection and enforcement activities in Community Development.
- To review, manage, and direct building plans and specifications for compliance with codes and regulations related to new and existing development within the City.
- To manage, supervise, direct, and perform inspections and plan reviews, issue permits, and manage project related coordination activities.
- Cooperatively participate in, contribute to, and assist in the effective and efficient administration of Community Development operations and its various programs and activities.
- Liaison for City Boards and Commissions as necessary.
- Serve as a conduit between compliance, and builders, contractors, architects, and residents, and assist in creating solutions to non-compliance issues.

Essential Position Duties:

- Review or cause the review of building and development plans.
- Supervise staff to be successful in the Department's goals and objectives.
- Resolve complaints from residents and contractors relating to development and code issues.
- Supervise third-party consultant contracts, etc.
- Report to and inform the Supervisors regarding activities and projects.
- Assist in the management, budgeting, personnel matters, etc. related to the Community Development Division as a whole.
- Represent the City (and Department) in a professional, helpful, and courteous way.
- Develop, refine, improve, administer, and manage processes, procedures, and programs, and encourage the same of employees.
- Work in cooperation with City Engineer, Fire Department, Police Department and other members of the City staff in a respectful and collaborative manner.
- Keeps the Department Head and Division Supervisor informed of issues related to development activities in the City.
- Assist, enforce, refine, and maintain all City policies and procedures.

- Assist in developing and identifying goals and objectives for employees, the Division, and the Department.
- Conduct performance reviews for subordinates.
- Assist in the development and preparation of public relations and public education programs, and encourage the same within the Division.
- Control and monitor expenditures within the Division Budget.
- Prepares correspondences and reports as required.
- Assist in processes related to the hiring, discipline and termination of replacement personnel.
- Develops, trains and coaches employees, prepares performance reviews, and assists with hiring, recognitions and disciplinary action related to the Division.
- Encourage development and training for employees and assist in the long range planning of employee development in line with Department succession planning.
- Complete other duties as assigned.
- Recommend procedures, forms and document revisions as needed for the review of plans and issuance of permits.
- Discuss plan review reports with applicants.
- Assure plan reviews reflect code defined deficiencies.
- Evaluate and recommend on the acceptability of alternate methods and materials.
- Assists residents, builders, architects, developers, etc. through the permit process and with plan review and inspection comments, results, and determinations.
- Collaborates with inspectors and staff on function related matters including; construction methods, means, and materials.
- Creates an environment that promotes a uniform, but flexible application of inspection and enforcement procedures.
- Performs other related duties as required or assigned.

Competencies:

- Knowledge in the basic principles and practices of Municipal administration, including municipal budgeting and purchasing, personnel supervision, plan review, inspection, enforcement, licensing, etc.
- This position requires extensive knowledge of the following codes:
 - International Code Council Series.
 - Rolling Meadows Code of Ordinances.
 - Rolling Meadows Zoning Code.
 - Illinois State Plumbing Code
 - NFPA Code.
 - Illinois Accessibility Standards.
 - Supplemental Codes, Standards, and Regulations.
- This position must have the general working knowledge of the following codes:
 - IBC (currently: International Building Code of 2009).
 - State of Illinois Plumbing Code.
 - National Electric Code (currently the NEC 2008).
 - National Fire Code.
- Must have an excellent working knowledge of building and permit procedures and practices.
- Knowledge of occupational hazards, safety procedures, State and Local codes.
- Ability to organize and direct the work activities of others, and create an environment which encourages personal and professional growth, teamwork, and continuous improvement in work results.
- Must understand and practice outstanding customer service skills.
- Must be capable of reading and explaining building permits, plans, reports, and specifications.
- Must be capable of handling confidential matters and material in a professional manner.

- Must have the ability to follow oral and written directions and perform the duties, responsibilities and assignments of this position with little or no supervision.
- Must possess the ability to be cooperative, collaborative, and flexible in their approach.
- Must exercise discretion and independent judgment in determining the sequence of work.
- Ability to work independently with minimum technical and administrative supervision.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.
- Ability to supervise, organize and direct the work activities of others, and create an environment which encourages personal and professional growth, teamwork, and continuous improvement in work results.
- Ability to analyze simple to complex technical issues involving building systems operations, equipment, and scheduling that affect the Division.
- Ability to demonstrate excellent oral and written communication skills to the public and staff, under both routine and stressful conditions.
- Speaking clearly, effectively, and persuasively to staff, employees, residents, and businesses. Ability to listen to the needs of others and provide meaningful responses with courtesy and professionalism at all times.
- Capable in reading and interpreting basic blueprints and related drawings, and poses a basic understanding of GIS.
- Ability to operate required office equipment in order to send and receive information with necessary optical, auditory and manual dexterity.
- Ability to read, comprehend and speak English at the twelfth grade skill level.
- Ability to perform manual labor, such as; intermittent stooping, bending/twisting, and lift/carry objects weighing at least 20 pounds occasionally throughout the work day.
- This person should have a working knowledge of requirements and processes enforced by the following; ICC, ADA, IPC, MWRD, IEPA, EPA, IDPH, etc.
- Must possess the ability to represent the City at other meetings, including Boards and Commissions during and after normal work hours as necessary.
- Must possess the ability to operate the required office equipment, personal computers and associated software programs (Microsoft Windows, Word, Excel, Access, MSI, and Outlook) with the necessary optical, auditory and manual dexterity required.
- Must possess the ability to ensure the completion of all responsibilities by working overtime if the task must be completed outside of normal work hours or in the event of emergency situations.
- Must possess the ability to sustain posture in a seated position for prolonged periods of time.

Minimum Qualifications:

- Previous experience with Municipal building code enforcement or architecture, is a plus.
- Minimum of five years of progressive experience in supervision of people in building inspection, architecture, plan review or construction management industries.
- Associates Degree minimum; Bachelor Degree preferred.
- ICC Commercial and Residential Plan Review Certifications required within eighteen (18) months of employment. .
- Electrical inspector/certificate is preferred.
- Excellent command of the English language including grammar and spelling. (Also, excellent computer skills including but not limited to Word, Excel, PowerPoint, etc.)

Environmental Conditions:

- Work assignments are performed within an office setting and out in the field (job sites).
- Must be able to physically traverse rough, wet, icy and/or muddy terrain.
- Must possess the ability to sustain posture in a seated position for prolonged periods of time.
- Ability to experience frequent transition from hot to cold and from humid to dry atmospheres.

- Ability to perform a variety of tasks on slippery or hazardous surfaces.
- Ability to spend time exposed to outside weather conditions.
- HVAC controlled, non-smoking environment.
- Accommodations may be arranged for candidates with disabilities under the Americans with Disabilities Act provided that the candidate processes the desired competencies and qualifications and can perform the assigned duties.

Risk Management and Safety Responsibilities:

- Best efforts should be made to ensure a safe environment for the public and staff, in accordance with City and all other applicable codes, including but not limited to; APWA, AWWA, ICC, IDOL, EPA, IEPA, MWRD, FLSA, IRMA, NEC, NFPA, and/or other local, state or federal regulations.
- Knowledge of occupational hazards, safety procedures, Federal, State and Local codes.
- Coordinate and conduct weekly "safety talks".
- Demonstrate involvement in safety inspection process.
- Identify and coordinate light duty tasks for Early Return-To-Work (ERTW) program.
- Demonstrate in-depth knowledge of departmental Job Safety Analysis (JSA's) and Standard Operating Procedures (S.O.P.'s).
- Identify and coordinate necessary training for subordinates.
- Conduct and authorizes safety orientation for new employees.
- Ensure use of appropriate Personal Protective Equipment (P.P.E.) by all employees.
- Demonstrates involvement in behavioral observation and feedback process.
- Complete and authorize all accident investigation reports in a timely manner and assures corrective actions are implemented.
- Develop and implement employee specific risk management responsibilities.
- Hold employees accountable for safety violations and risk management responsibilities.

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.