



Bolingbrook

a place to grow



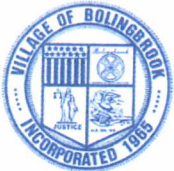
Roger C. Claar
Mayor

Carol S. Penning
Village Clerk

Michael T. Lawler
Deputy Mayor
&
Village Trustee

Village Trustees
Mary S. Alexander-Basta
Michael J. Carpanzano
Robert M. Jaskiewicz
Sheldon L. Watts
Maria A. Zarate

Village Attorney
Odelson • Sterk •
Murphey • Frazier •
McGrath, LTD.



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Recycled For A Better Environment



POSITION AVAILABLE PUBLIC SERVICES & DEVELOPMENT

POSITION: BUILDING COMMISSIONER

DEFINITION: Under direction of the Director of Public Services & Development, supervises and directs the Building & Inspections Division. Enforces all provisions of the Municipal Code including construction codes and acts on any questions relative to the mode or manner, addition to, repair, removal, demolition, installation of service equipment and the location, use, occupancy and maintenance of all buildings and structures as regulated by the construction codes.

SHIFT: Five eight hour days per week may be extended due to unexpected workloads or meeting unusual or unplanned schedules

This is an appointed position per Article 5 Section 3-507 of the Municipal Code.

Tasks and Functions

- Performing plan review and inspecting construction
- Oversees the acceptance of applications, related plan reviews and issuance of permits and the inspection of new construction
- Enforces Village codes and State regulations
- Has control and supervision over all employees and contractors within the Building Inspection Division.
- Issues all necessary notices or orders to remove or eliminate illegal or unsafe conditions to require all necessary safeguards during construction, to require adequate means of ingress and egress for all buildings and structures and to assure compliance with all construction code requirements
- Makes all required inspections or accepts inspection reports by approved agencies or individuals, said reports to be in writing and certified by a responsible officer of the approved agency or by the responsible individual
- Engages such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to approval of the appointing authority
- Adopts and promulgates rules and regulations to interpret and implement all provisions of the construction codes in order to secure the intent thereof and to designate the requirements applicable because of local climatic or other conditions, provided that such rules do not have the effect of waiving structural or fire performance requirements specifically provided for in the construction codes or of violating accepted engineering practice involving public safety
- Maintains official records of applications received, permits and certificates issued, fees collected, reports of inspections and notices and orders issued.
- Researches and evaluates new methods of construction and products
- Suggests revisions and updates to codes as appropriate
- Communicate clearly and concisely, both orally and in writing.
- Prepares reports on construction and division activities as required by the appointing Authority.
- Maintain confidentiality in the performance of duties
- Performs other duties as assigned



TREE CITY USA

A Community of 76,344

Environmental Factors

The position involves exposure to and requires the employee to function in the presence of unusual or erratic temperature or lighting irregularities and adverse weather conditions, but will mostly perform duties in a normal office environment.

Requirements:

- Have and maintain physical condition needed to climb flights of stairs or ladders; carry ladders.
- Walk, stand or sit for long periods of time, work in heavy weather gear.
- Operate required equipment, including appropriate trade tools.
- Visit and inspect sites under construction and possibly cluttered with construction materials. Walk considerable distances over rough terrain.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests. Work independently and effectively within the confines of standard operating procedures.
- Residency within 12 months required

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Communicate effectively and interact positively with elected officials, fellow employees and citizens.
- Tolerate and function effectively under stress.

Acceptable Experience and Training

- Previous experience working in a municipal government setting, municipal building department or community development department.
- Ten year's experience in the building trades or municipal building department or a combination of both, with five years supervisory experience in the building trades or municipal government preferred; some education may be substituted for experience.
- Considerable knowledge of construction principles and techniques.
- Considerable knowledge of building and construction codes and regulations, State regulations and basic engineering principles.
- Possession of appropriate licenses or certificates to perform inspections, plan review and operate equipment.
- ICC certified Commercial Building Inspector, Residential Building Inspector, Building Plans Examiner a plus.
- ICC Certified Building Official preferred.
- Valid drivers license

Benefits and Salary

- The Village of Bolingbrook offers a competitive benefit package
- Starting salary commensurate with experience (\$90,000 - \$ 125,000)