



**Chief Code Official
Warrenville, Illinois**

Join a dynamic and forward-thinking team of dedicated professionals and make a difference.

ABOUT THE CITY

The City of Warrenville, Illinois (pop. 13,553) is located 30 miles west of Chicago, along the dynamic and nationally recognized research and development corridor through DuPage County, with easy access to the greater Chicago metropolitan area.

ABOUT THE POSITION

The position reports to the Director of Community and Economic Development and is responsible for managing the daily operations of the Building/Code Enforcement Division. This includes review of plans to ensure compliance with applicable building codes, permit processing, property maintenance/code enforcement and inspection services.

The City and the Department staff embrace a dynamic, collaborative, and service-minded work culture. Accordingly, the position is “hands-on” with supervisory oversight of a full-time Building Inspector and Administrative Assistant, and several part-time and contractual positions, including Code Enforcement Officer, Electrical Inspectors, and Plumbing Inspectors. The City currently uses the 2015 version of the International Building Code and an electronic permit processing and record keeping systems. This position plays a key role in the implementation and project management of new systems supporting the Community Development Department. The City is open to discussing flexible work arrangements for the right candidate.

POSITION QUALIFICATIONS

The successful candidate will meet the following criteria:

- Experience using various electronic permitting, work order, and plan review systems.
- Working knowledge of the principles and practices of building construction, building and property maintenance codes.
- Ability to review, recommend, and implement code updates.
- History of oversight of effectively maintaining compliance with building and other code requirements.
- Ability to oversee the permitting process and implement process improvements to enhance customer service.
- Strong commitment to providing excellent customer service equally and comfortably to residents, staff, the business community, and contractors.
- At least three (3) years of related work experience; experience in a municipal organization is a plus; project management experience a plus.
- Aptitude and desire to learn and implement new technologies, applications, and processes.
- Bachelor’s degree in a related field or possess an equivalent combination of work experience, ICC educational certifications, and training in construction practices and procedures.

COMPENSATION AND APPLICATION PROCESS

The starting salary range is \$85,000 to \$110,000. DOQ. The City offers a competitive benefits package, including paid time off, medical, dental and life insurance, and membership in the Illinois Municipal Retirement Fund (IMRF). Residency is not required.

Apply online with resume, cover letter, and contact information for three professional references to www.GovHRjobs.com. First review of applications will occur on Monday, May 2, 2022. Candidates with questions are encouraged to contact Mike Earl, GovHR Senior VP, at 224-261-8366.

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