



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
(847) 368-5161

November 10, 2021

Recruitment Notice **ASSISTANT BUILDING OFFICIAL** **DEPARTMENT OF BUILDING & LIFE SAFETY**

The Village of Arlington Heights is accepting applications for the position of Assistant Building Official in the Building & Life Safety Department.

Responsibilities include but not limited to reviewing plans and documents for compliance with Village Building Codes. This includes all residential, commercial and industrial buildings as well as special events. Performs site inspections for general building, fire, energy, accessibility, mechanical/fuel gas, electric, property maintenance, zoning, signage, and related codes. Orders building uninhabitable or dangerous. Interprets and makes decisions on technical and administrative matters and provides support to staff, residents, business owners, design professionals and contractors relating to permit issuance. Acts as Director when requested.

Qualifications include a Bachelor's degree and seven to ten years related experience including two years supervisory experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. International Code Council Certified Building Official Certification or the ability to obtain within one year. Master Code Professional Certification preferred. Valid Illinois Driver's License required.

Salary Range of \$109,308 – \$120,000 DOQ and includes a diverse and competitive benefits package. Residency is not required.

Qualified candidates are encouraged to submit an online application available on the Village's website at www.vah.com. Applications will also be accepted via mail: Human Resources, Village of Arlington Heights, 33 S. Arlington Heights Road, Arlington Heights, IL 60005; or e-mail to: jobs@vah.com. The fax number is 847-368-5990. Applications will also be accepted in the Human Resources Department. This position is open until filled. Internet access is available at all local libraries. For more information concerning the Village of Arlington Heights please visit our website at www.vah.com.

The Village of Arlington Heights is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.

The Village continues to improve how we recruit, empower, and retain the most diverse and very best talent, ensuring careers in public service will continue to attract the brightest for coming generations.

Any offer of employment is conditional upon passing a background check and pre-employment drug screen.