

Date posted: February 13, 2020

Employment Opportunity  
**Building and Code Enforcement Manager**

**Job Description**

This position applies superior customer service skills and professional building and code enforcement knowledge to manage permitting and inspections for the improvement of buildings and properties in the community to assure public health, welfare, and safety. This position is responsible for planning, coordinating, and supervising all aspects of the Building and Code Enforcement division, including enforcement of building, electrical, plumbing, mechanical, and property maintenance codes and ordinances. This position recommends updates and changes to codes and ordinances as needed. Work involves oversight of plan reviews and inspections of all residential, commercial and industrial construction activity in St. Charles; ensures compliance with applicable International Code Council (ICC) codes and City ordinances and standards. The position reports to the Assistant Director of Community and Economic Development and directly supervises a team of six union and non-union staff. The position will serve as staff liaison to the Building Board of Review and Administrative Adjudication.

**Requirements**

Strong leadership and technical skills to effectively and efficiently supervise, organize, direct, and coordinate personnel are a must. Effective interpersonal communication skills to interact with residents, property owners, city officials, employees, outside agencies, other governmental units, and the public are required. Effective written communication skills with report writing, editing, interpretation and analysis of technical information, and proficiency with software programs such as GIS, Windows, Word, and Excel are also required.

Thorough knowledge of building codes, zoning codes, code enforcement practices, property maintenance codes, health codes, and related ordinances and codes. Applicants must have considerable knowledge of construction processes, structural engineering, state and federal laws pertaining to public health and safety, such as the Americans with Disabilities Act.

Bachelor's degree in construction management, building technology, architecture, civil or structural engineering, planning or a related field is strongly preferred; eight (8) years of experience in building and code enforcement, including field work with construction activities and surveying; and five (5) years of supervisory experience, preferably in a union environment. Possession of an International Code Council (ICC) certification in the appropriate fields of construction or must obtain within one year of hire.

Applicants must be able to perform strenuous physical activity in an outdoor environment and lift 20 lbs. If selected, successful completion of a background investigation, physical, functional capacity evaluation and drug screen are required.

**Salary**

The salary range is \$90,000 - \$125,000 with starting salary commensurate with experience.

**Apply on line at [www.stcharlesil.gov/jobs](http://www.stcharlesil.gov/jobs) by Sunday, March 8, 2020.**

Please thoroughly complete the online employment application. Resumes should be uploaded in the online application system. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

The City of St. Charles is an equal opportunity employer.