

# Building Official

The Village of Riverside (pop. 9,298) is located just 9 miles from downtown Chicago and is a National Historic Landmark Community designed by visionary landscape architect, Frederick Law Olmsted. The Village is seeking qualified applicants for a full-time Building Official. The position reports to the Assistant Village Manager and is responsible for compliance with Village ordinances dealing with zoning, property maintenance, building, mechanical, plumbing, electrical, and related codes to ensure successful development and building efforts. The Building Official coordinates all activities for the issuance of building permits, interacts with residents, consultants and staff, with an emphasis on providing equitable and respectful service while fostering fair outcomes.

Riverside has started several exciting initiatives, including launching a rental inspection and registration program and integrating the permitting system with GIS. The Village is supportive of professional and personal development and encourages staff to approach problems with innovation, creativity and compassion. This Official will guide installation of effective programs, set professional expectations for themselves and others, and will be an authority in Riverside's building and code enforcement operations, providing technical recommendations to Village staff, elected officials and the public.

The successful individual will have a thorough knowledge of ICC Building and Mechanical Codes, National Electric Code and State Plumbing Code, and a comprehensive understanding of zoning principles, excellent communication, interpersonal and organizational skills and be comfortable using computers including utilizing a building permit software, Microsoft Outlook, Word and Excel. The minimum preferred requirements for this position are:

- 5 years of experience in a related field such as Architectural, Civil or Structural Construction Science, or any combination of education, training and experience which provides the required;
- ICC Residential Building Inspector and Plan Examiner certifications;
- Experience using permit tracking software systems;
- Building Official certification and
- Previous municipal experience preferred.

Range for salary is \$68,250 - \$109,200, expected starting is \$88,00 +/- depending on qualifications. The Village of Riverside offers a comprehensive and competitive benefit plan which includes generous contributions to medical, dental, vision, life insurance and the Illinois Municipal Retirement Fund, optional 457 plans, retirement health savings plan, Section 125 plans for out-of-pocket health and dependent care expenses and paid time off including: a minimum of 2 weeks of vacation, minimum of 2 personal days, 12 sick days and 12 holidays including Juneteenth and Veteran's Day.

Application review starts December 12. Apply Today! Send cover letter, resume, application and three work related references by e-mail to Ian Splitt at [isplitt@riverside.il.us](mailto:isplitt@riverside.il.us).

Village of Riverside  
27 Riverside Road  
Riverside, IL 60546

Equal Opportunity Employer