

**POSITION:** Assistant Manager of Building Services / Plan Reviewer

**DEPARTMENT:** Community Development

**APPLICATION DEADLINE:** Open Until Filled

The Village of South Holland, Illinois, a leading suburb located 25 miles south of downtown Chicago with a population of approximately 22,000, is currently seeking an Assistant Manager of Building Services within its Community Development Department.

**Position Summary:** Under the general direction of the Manager of Buildings Services, this position is responsible for the safeguarding of life, health, public welfare and protection of property through enforcement of Village ordinances and ICC (International Code Council) Building Codes. Performs plan reviews and inspections of commercial and residential building improvements to ensure compliance with relevant building codes and adherence to the approved permit plans. Provides leadership to field inspection team.

**Essential Functions:** Manages daily operations and oversees team of building inspectors. Manages team in absence of Manager of Building Services. Inspects construction in progress and completed installations for workmanship and use of proper materials and method and compliance with adopted building code. Performs daily patrols and inspections for violation of applicable codes, ordinances and regulations and maintains inspection reports, files and reports regarding inspection and plan review activities and findings for possible legal actions. Assists customers looking to build new, remodel and other building related projects and answer questions and develops productive, professional relationships with contractors and property owners.

**Position Qualifications:** Five (5) years of construction or municipal building experience; or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. In addition, 2 years of Plan review or related experience and is an ICC Certified Plan Reviewer or has the ability to obtain within 12-months. High school diploma or GED equivalent required. Associates degree in Construction/Building Technology or related field preferred. ICC Residential and/or Commercial Building Inspector Certifications preferred. Alternately, ability to obtain multiple certifications within 12-months required

We're looking for a person who can assist in moving the Village forward by modeling behavior that is consistent with our Good to Great philosophy, as well as our overall mission and vision as public servants. A person who can preserve the integrity of our organization by making decisions that are in the best interest of the organization is key for success in this position. The person in this position must also be able to perform all job duties with the highest of ethical standards and behaviors.

**SALARY RATE:** \$75,000-\$85,000, depending on qualifications

The Village of South Holland offers an excellent benefits package including medical insurance, paid vacation and sick leave, with participation in the Illinois Municipal Retirement fund system. The Village's residency policy requires that employees must reside within a twenty-mile radius of South Holland's Village Hall by the end of one (1) year of employment.

All applications are confidential. Employment applications are available online at [SouthHolland.org](http://SouthHolland.org) Completed applications must be submitted to [Employment@SouthHolland.org](mailto:Employment@SouthHolland.org)

**The Village of South Holland is an equal opportunity employer**