



VILLAGE OF
Midlothian

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Gary L'Heureux, PRESIDENT
Allen Moskal, CLERK

TRUSTEES:
Anthony Burbatt
Kathleen Caveney
Sandra Crowley
Jack Hille
Kathleen Johnson
Donald Killelea

Job Title: Building Superintendent
Department: Building Department

Job/FLSA Status: Full-Time, Exempt
Reports to: Village President, Trustee
Liaison

Position summary: Reporting to the Village President and assigned Trustee liaison, the Building Superintendent is a senior department level position which is responsible to plan, schedule and coordinate the activities and projects of the Village's building department and provide expert professional assistance to all Village departments. The Building Superintendent also provides direct supervision of other professional, technical and clerical personnel within the building department. The Building Superintendent is appointed by the Village President with the consent of the Village Board.

Position responsibilities:

- Plan, organize, assign, review, direct and evaluate the work of assigned staff; plan for and provide training and professional development; set work priorities, coordinate and schedule assignments and establish goals and objectives.
- Work with builders, contractors, architects and other building and land use professionals to insure submitted plans and construction processes comply with Village ordinances and current building codes and standards.
- Direct and administer activities and programs for compliance with federal, state and municipal codes and regulations governing the use of land, including but not limited to building construction, rehabilitation, alteration, use, occupancy and environmental impact.
- Recommend new or revised regulations to achieve uniformity of code applications. Analyze, review and prepare code amendments. Furnish updated interpretations of codes and regulations to other Village staff. Assist in the preparation of Village ordinances.
- Administer and enforce the Village's building inspection compliance programs. Investigate or direct an investigation of complaints and hazardous conditions.
- Oversee land use activities, including zoning and flood control, and prepare recommendations to the Village President, Village Board, Commissions and other Village staff as needed.
- Perform plan check review for residential and non-residential buildings; review structural and site plans. Keep informed of current regulations, changes in code and legislation, new building materials and construction methods.
- Provide technical assistance to Village staff, developers, committees, commissions or boards, and the public, either directly or through professional staff.
- Work closely with Village staff to solve a broad range of service, delivery, community and administrative problems.
- Prepare, or direct the preparation of, a variety of written materials including: staff reports, memoranda, correspondence, and similar documents.
- Select and oversee the work of consultants.
- Perform other duties as may be assigned.

Essential skills and experience:

- Bachelor's degree with major work in pre-engineering, construction technology or a related field

- I-Code certification for residential/commercial inspections, permits, code enforcement or related fields of expertise, as well as a willingness to obtain additional certifications where applicable.
- FEMA certification for Certified Floodplain Manager (CFM) is preferred; or agree to obtain the CFM certification within twelve months of employment date
- Minimum of five years of senior level experience in building and related inspections, plan check review and/or code enforcement. Prior Building Superintendent related job experience is preferred
- Strong organizational leadership, personnel and project management skills
- Proficiency in the use of Microsoft Office and technology
- Possession of a valid Illinois Driver's License
- Excellent verbal and written communication skills, and oral presentation skills
- Knowledge of current building practices and materials in the structural, plumbing, mechanical and electrical construction fields. Detailed knowledge of federal, state and local codes and regulations governing residential and commercial/industrial construction, rehabilitation, alteration, use and occupancy.
- Detailed understanding of problems, trends and approaches used in municipal code inspection and enforcement programs.
- Ability to work independently and to maintain a high level of energy, and also work in a fast-paced team environment.
- Interpret and apply complex rules, regulations, laws and ordinances.
- Ability to enforce codes with firmness and tact.
- Establish and maintain effective working relationships with those contacted in the course of day to day operations.

Reporting to this position: Building Inspector/Code Enforcement Officer(s), Building Clerk(s), Health Inspector(s), Mechanical Inspector(s), Electrical Inspector(s) and Plumbing Inspector(s).

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* The noise level in the work environment is usually minimal.

Compensation and Benefits:

Anticipated starting salary: commensurate with experience and certifications. The Village offers a comprehensive benefits package which includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage, and life insurance. The Village also offers paid vacation, holidays, and sick time.

Applications are available at the Midlothian Village Hall, 14801 Pulaski Rd., Midlothian, IL, 60445, or online at: www.villageofmidlothian.net/employmentopportunities. Please send your application, cover letter and resume to Kathy Caveney at: kcaveney@villageofmidlothian.org