



Village of Homewood
JOB POSTING
for
Building Division Manager

Under the general direction of the Fire Chief, the Building Division Manager is responsible for the administration and enforcement of building inspections and code compliance related to building, plumbing, electrical, fire, and other municipal codes and ordinances. Duties include supervising building division staff; inspecting new construction, additions, and alterations of residential, commercial, industrial, and mixed-use buildings and structures to ensure compliance with applicable building codes and permits; overseeing the functions of issuing permits, fee collection, and coordination of inspections; ensuring permits and associated inspections are handled appropriately.

The successful candidate will have three years of increasingly responsible journey-level experience in building, electrical, and mechanical inspections, and/or review of building, electrical, and mechanical plans with regard to building or code compliance. Experience as a building inspector or construction compliance inspector/officer or construction manager is preferred. Minimum of two years college-level or trade school course work in building construction, electrical, and mechanical systems. Additional specialized training in construction technology, building inspection technology, or related field is preferred. Possession of, or ability to obtain within 12 months of hire, appropriate, valid International Code Council certifications as an ICC (B1) residential Building Division Manager, ICC (E1) Residential Electrical Inspector, and ICC (M1) Residential Mechanical Inspector. Possession of, or ability to obtain within 24 months of hire, appropriate, valid International Code Council certifications as an ICC (M2) Commercial Mechanical Inspector and ICC (B2) Commercial Building Division Manager.

The salary range is mid-\$70's to mid/upper-\$80's DOQ & DOE. Employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, ICMA-RC retirement plans, life insurance, paid sick, vacation, and holiday leave.

To apply, email a letter of interest, resume, and list of references to Robert Grabowski, Fire Chief, at bgrabowski@homewoodil.gov by Friday, November 19, 2021, at 5:00 p.m. Applicant submittals should be a single PDF document titled only with first and last name. The Village of Homewood is an equal opportunity employer.