

# Job Title: Building Official (Community Development)

Requisition ID **12923** - Posted - **Community Development**



## VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

VILLAGE OF SCHAUMBURG

Human Resources Department

101 Schaumburg Court, Schaumburg, IL 60193

<http://www.schaumburg.com/>

The Village of Schaumburg is a thriving community of 78,732 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being named one of the "Top Ten Best Places to Live" by Money Magazine; being ranked No. 5 overall in WalletHub's "Best Illinois Cities for Jobs"; and receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association for meeting the highest principles of governmental budgeting for the seventh consecutive year.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

### **NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:**

Building Official (Community Development)

**Interested candidates are encouraged to apply as soon as possible. Interviews will be conducted as applications are received. This position will remain open until filled.**

**STARTING SALARY RANGE:** \$98,206.00 - \$120,303.00 annually dependent on qualifications. The salary range for this position is \$98,206.00 - \$142,399.00.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

### **JOB SUMMARY:**

This position is responsible for the management of the Building Division and the supervision of the employees within that group. The position also serves as the Village Building Official. Responsibilities include scheduling personnel, oversight of inspections and plan review, conducting inspections when necessary, responding to citizen concerns, recommending and preparing code revisions, and ensuring that necessary building codes are adopted in a timely manner. In the event of a building condition emergency, assistance may be required to perform inspections and/or other duties as designated beyond, and/or in addition to, the normal work day or work week.

To succeed in this role, applicants will need to be motivated to complete tasks/responsibilities, and work cooperatively with others. We are looking to add a team member dedicated to meeting the expectations and requirements of internal and external customers and show the ability to problem solve efficiently. We are looking to add a team member capable of delegating and prioritizing multiple tasks and responsibilities.

### **JOB DUTIES:**

1. Serves as the Village Building Official.
2. Manages inspection and plan review staff on day to day operations, and assigns workload, inspections, complaints, and various duties. Manages both in-house staff and outside contracts necessary for the operation of the division.
3. Evaluates structures to determine compliance with village codes and ordinances and ensure public safety. Issues and directs staff to issue 'Stop Work Order' notices and 'Not Approved for Occupancy' notices when appropriate.
4. Ensures that model international codes and local ordinances for building construction and safety are adopted in a timely manner. Evaluates codes and prepares proposals for amendments to the existing Village code or to stand alone ordinances.
5. Directs the issuance of citations, represents the Village through its Administrative Adjudication System as necessary, and assists others in the preparation of litigation related to enforcement of village codes.
6. Administers and directs inspection procedures, re-inspections, and investigation of complaints.
7. Recommends and implements policy and procedural changes to enhance internal operations of the Building Division, including changes that involve integration and implementation of new software and other technical solutions.

8. Prepares reports and records of faulty and unsafe construction or structures. Provides direction to direct reports in the coordination between all parties involved, in obtaining compliance with all Village adopted codes and stand-alone ordinances that pertain to faulty and/or unsafe structures.
9. Locates and submits any related code sections to staff for proper resolution of filed complaints. Monitors subordinates in the review and resolution of filed and/or assigned complaints. As necessary,
10. Provides technical assistance to the general public regarding adopted Village codes.
11. Prepares reports, correspondence, and forms pertinent to proper administration.
12. Attends specialized educational courses and seminars to maintain International Code Council (ICC) Certification and to obtain others.
13. Performs other duties as assigned.

**QUALIFICATIONS:**

1. Associate's Degree in building and code enforcement, building inspection technology, general studies, or a closely related field.
2. Bachelor's Degree in Architecture, Construction Engineering, Construction Management or a closely related field preferred.
3. A minimum of five years of experience in building construction, comprehensive knowledge of approved methods, materials, practices and safeguards of building construction, and interpreting building construction prints and drawings.
4. A minimum of three years of supervisory experience coordinating a range of activities undertaken by others that involve directing, monitoring, and evaluating performance of staff in building construction with a municipal government or with a private agency.
5. Certified Building Official (CBO) certification is required within one year of employment.
6. Possession of a valid driver's license with the ability to drive a personal vehicle to and from inspection sites.
7. Proficiency with current computer technology, job specific software, and customer service systems.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

1. This position works in a typical office setting.
2. Exposure to inclement weather conditions, including exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperatures.
3. Exposure to petroleum products, chemicals, acids, fumes, dust, or disagreeable odors.
4. Exposure to human, animal or rodent fecal matter.
5. Exposure to animals, rodents and/or pests, or inadequate ventilation.
6. Exposure to standing water, mud, concrete placement, obstacles, and various construction materials.
7. Capable of climbing ladders, stairs, scaffolding, ramps, stairwells, and the like.
8. Capable of stooping, crawling, bending the body downward and forward by bending spine at the waist, bending the body forward and downward by bending leg and spine, turning the body at the waist or turning the head at the neck in an unrestricted motion, moving about on hands and knees or hands and feet, extending arm(s) and hand(s) in any direction; seizing, holding, grasping, turning, with hands; picking, pinching, or otherwise working with fingers; maintaining body equilibrium to prevent falling when walking, running, standing, or crouching.
9. Ability to judge distances so as to see objects where and as they actually are; ability to distinguish objects by the eye; ability to perceive the nature of sounds; ability to feel objects such as size, shape, or texture by the use of fingers and finger tips; ability to distinguish varying degrees of temperatures.
10. Capable to withstand heights; walking on roofs; maneuvering around and/or through obstacles, construction materials, manufactured materials and/or equipment.
11. Capable of operating instruments, tools, and equipment that are job related and/or as directed.
12. Effectively communicates in both verbal and written form.
13. Capable of conducting thorough plan/drawing review, proof reading, and working with figures.
14. Works with the public on a daily basis and must demonstrate advanced level customer service skills, including the ability to listen effectively, handle a variety of customers, and remain calm under pressure.
15. Capable of lifting up to 20 pounds and carrying of materials and tools in the performance of assigned duties.
16. Ability to work in a fast paced environment with continuous interruptions.
17. Functions effectively under stress, while multi-tasking.
18. Ability to exercise good judgment within the prescribed role.

**BENEFITS:**

The Village of Schaumburg has a competitive benefit package which includes: flexible benefit Section 125 plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

**SELECTION PROCESS:**

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen (including cannabis).

**THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER**