

CITY OF AURORA, IL

DIRECTOR OF BUILDING AND PERMITS, direct hire

98-132K

Definition

Under direction of the Chief Development Services Officer or designee, acts as the City's Master Building Code Official and Master Fire Code Official. Coordinates, administers, and directs the enforcement of all city adopted codes and ordinances; investigates complaints; reviews building and site plans; supervises the issuance of building permit applications, historic preservation and Fox Walk certificates of appropriateness, and on-site building inspections, issuance of certificates of occupancy; coordinates fire site plan reviews with the Fire Marshal and the zoning entitlement process; develops department policy and recommends code revisions for all departments enforcing ICC codes.

Essential Functions of the Job

1. Responsible for the administration of the division.
2. Updates and communicates necessary changes for the division's internal and external web pages.
3. Oversees the administration of staff performance evaluations.
4. Supervises all division staff, either directly or indirectly through senior staff
5. Develops and implements Building and Permits policies aimed at expediting developments and achieving City goals for the division as well as assisting other divisions to achieve their goals.
6. Responsible for preparation, administration and monitoring of divisional budget.
7. Reports to the City Council and other entities on the condition of the City and about any trends, events, or emerging issues as it pertains to the Zoning and Planning Division.
8. Manages and directs all licensing programs for the division and assists all City departments.
9. Acts as advisor and liaison to City Council, neighborhood groups and all other stakeholders with respect to all divisionally administered codes.
10. Assists the City to adopt and implement coordinated building, electrical, mechanical, plumbing, and maintenance codes.
11. Manages and directs all technical activities for the division and is responsible for code interpretation.
12. Functions as the Building and Fire code expert for council, the Building and Permits division, and the Fire Prevention division. Facilitates the acceptance of development proposals in the zoning entitlement and engineering approval processes.

13. Performs other duties as assigned.

Required Knowledge and Abilities

Requires thorough knowledge of applicable commercial and residential construction codes and ordinances.
Requires extensive knowledge of modern principles and practices of architecture and building construction.
Requires extensive knowledge of building, electrical, fire, heating, cooling, and plumbing systems.
Requires ability to interpret, explain and enforce equitably city building codes and ordinances.
Requires ability to testify in court accurately and succinctly.
Requires ability to read building plans and blueprints.
Requires maintenance of all certifications required at the time of the employees hire.
Requires sound knowledge of the principles and practices of municipal administration, management, and finance.
Requires ability to promote effective working relationships with employees, public officials, other professionals, and the general public.
Requires ability to work within the computer software environment utilized by the City
Requires a valid driver's license.

Qualifications for Hire

Bachelor's degree in architecture, Structural Engineering or related field plus at least six years of professional experience in a municipal /county setting.
International Code Council's Certified Building Official (CBO) certification.
At least five years of progressive supervisory experience.
Valid Driver's License.
Must obtain the International Code Council's Master Code Professional certification within 5 years of hire.
Licensed Illinois Architect or Structural Engineer preferred.

CITY ACCOLADES:

Below find recent national accolades our division has been awarded as we continue to strive to be the REGION'S BEST Building Department. Additionally, see what our customers think of our services here by clicking on the "Buildings and Permits Awards & Testimonials Web Page" below.

- 2018 ISO acknowledges AURORA Building Departments Ranks No.1 in State with BCEGS score.
- 2015 HARVARD Kennedy School Ash Center "Bright Idea"
- 2014 DGAA Digital Government Achievement Award
- 2014 ICC 100% Certified Staff Recognition
- 2014 ICMA Performance Management Certificate of Achievement
- 2014 ICC National Community Service Award
- 2013 ICC 100% Certified Staff Recognition
- 2012 ICC National Best Practice Broadcast Inspection Scheduled Email with top 10 fails
- 2012 ICC National Best Practice Broadcast Inspection Resulted Email

