



Naperville

EMPLOYMENT OPPORTUNITIES

EXTERNAL POSTING - POSITION SUMMARY

Job Title: **BUILDING CODE OFFICIAL**

Closing Date: When Filled

Starting Salary: \$61,403 to \$79,175, dependent upon qualifications.

Job Type: Full-Time

Location: Naperville Municipal Center, 400 S Eagle St.

Department: **Transportation, Engineering and Development**

Job Description:

The City of Naperville seeks a motivated & talented individual to become a key member of our collaborative and forward-thinking municipal development team, serving in the vital role of Code Official. The Code Official conducts comprehensive plan reviews for all types of single family, commercial, and multi-family buildings & structures, monitors the status of plan review processes, assures that submitted plans are compliant with Naperville's adopted building codes & ordinances, and provides code requirement information to the general public, to contractors and to licensed architects and engineers.

Responsibilities:

Reporting to the Development Manager in the Transportation, Engineering, and Development (TED) Business Group, the Code Official reviews plans and specifications to ensure compliance with municipal codes and ordinances for all types of construction.

The Code Official conducts field inspections of buildings and structures before, during, and after construction; attends construction meetings with developers, engineers, architects and contractors (as well as other professional and public meetings) to resolve permit issues, check permit applications and engineering & architectural plans for completion, and to approve building plans for construction; reviews submitted mechanical, electrical, HVAC and plumbing plans for single family & commercial buildings and ascertains whether they conform to applicable code requirements; and advises/suggests to applicants various means of changing plans for compliance.

As Code Official, you would provide assistance to the City as well as other municipal boards and commissions; respond to inquiries & complaints from the public; answers questions regarding code enforcement, the process of obtaining permits, the cost of permits, zoning requirements, etc.; prepare reports, and various forms of correspondence; maintain hand-outs, drawings and outlines explaining construction regulations; and recommend and draft building and related code changes for all construction types found in the City of Naperville.

Required Credentials and Experience:

At a minimum, applicants for Code Official must possess:



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- either a “*Master Code Official*” certification, or a Bachelor’s degree in mechanical, electrical, or structural engineering
- Five years’ progressively responsible experience in preparing and/or reviewing construction plans and building specifications
- an “*ICC Plans Examiner*” certification with expertise in Structural, Mechanical or Electrical disciplines, and
- a valid State of Illinois Class D drivers’ license.

Desired candidates will possess knowledge of advanced construction techniques, procedures and methods related to plan review, and current building codes & building materials. Knowledge of IBC, IRC, National Electric and Illinois State Plumbing Codes and referenced standards, the Illinois Accessibility code, and generally accepted standard engineering practices regarding design & construction of buildings.

They will be able to demonstrate strong skills in effective oral and written communication, and in the operation of various software applications such as the Microsoft Office Suite and Bluebeam.

And they will possess proven abilities to maintain mental focus in a fast-paced, multitasking environment; to coordinate and review the work of staff; to establish and maintain effective working relationships; to communicate clearly and concisely with technical and non-technical audiences at all levels of the organization and the public; to read and interpret blueprints & schematics, and to interpret and evaluate engineering plans and specifications; to analyze data, identify patterns and draw logical conclusions; and to prepare technical and operational documents.

Those receiving additional consideration will be able to interpret, understand and apply adopted building construction codes & ordinances, land use regulations and zoning requirements; to read and understand detailed building construction documents; to confirm acceptable building construction types; to interpret and check a variety of complex engineering plans, code specifications, mathematical computations; to make field inspections and quickly resolve in-field building issues; and to create and present educational training to field inspectors and office staff.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 147,000 residents, conveniently located 28 miles west of Chicago. *Money Magazine* and other publications consistently name Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate and vibrant downtown area. Naperville is also a great place to work! Our municipal government employs 900 dedicated individuals in a wide range of job categories. In return for your “*great service all the time*,” we’ll provide you with career growth opportunities, a dynamic work environment, an innovative team of professionals, plus a competitive benefits package.

PLEASE NOTE: OUR APPLICATION PROCESS IS ON-LINE!

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The City of Naperville accepts only online applications. Apply by going to the City's website (www.naperville.il.us) and click "**Careers.**" Scroll down and click "**Building Code Official**" to view the job's details. Then simply hit "**apply.**"

Upon your first application to the City of Naperville, you will be prompted to "**create an account**" which allows you to easily complete & submit an application, and to attach a resume or cover letter. It is important that your application is complete and thorough. Please include/enter all requested education, work experience, and other information. Incomplete applications are subject to rejection.

*If you require assistance/accommodation in order to apply, please call (630) 305-5959.
The City of Naperville is an Equal Opportunity Employer.*