

VILLAGE OF PLAINFIELD

Job Description

Job Title: Building Official
Department: Building Division
Reports To: Village Administrator
FLSA Status: Exempt
Accepted Date: 07/01/06
Salary Grade: 10

Summary This is highly responsible administrative, supervisory, and investigative position with work in overseeing and participating in the inspection of all village commercial, industrial, and residential properties, performed to secure and maintain compliance with building codes.

Essential Duties and Responsibilities include the following. Others may be assigned.

Commits to long hours of work when necessary to reach goals.

Reviews requests for building permits to ensure compliance with building and zoning codes. Reviews plans to determine conformance with codes prior to issuance of building permits; coordinates with planners to help ensure the conformance of development proposals with zoning and land use requirements and annexation agreements. Works with fire protection district for conformance with fire/life safety codes.

Oversees and works closely with building inspector and clerical staff in the management of building permit activity. Supervises building inspectors in the inspections of buildings during the course of construction.

The incumbent determines whether plans, workmanship, and materials with all existing code compliance issues and inspections requirements, serving as an in-house expert on building code interpretation.

Reports to the Director of Community Development from who he/she receives general direction regarding enforcement policies and philosophies. Work is performed under general management direction with some guidelines. Work is subject to review through reports, conferences, standard checks, and observation of results obtained.

Deals with developers/contractors in making corrections to more complex problems to ensure conformity with regulations and works with the public on matters relating to building regulations.

Answer inquiries from the public regarding complex construction and renovation problems and meets with property owners who are making unusual structural improvements and reviews their construction or renovation plans.

Acts as final authority in interpretations of building codes in light of departmental policy and Public Safety and Welfare.

Responsible for day-to-day activities and workload of the Building Division.

Supervisory Responsibilities

Supervises the Building Inspectors, Office Manager and Administrative Staff in the Building Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; Improves processes, products and services, continually works to improve supervisory skills.

Planning/Organizing - Prioritize and plans work activities; utilizes time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience. Considerable knowledge of building codes and ordinances and their application; knowledge of the methods, techniques, and procedures used in building construction and inspection; considerable knowledge of building construction techniques, methods, and materials including very specialized knowledge in structural, electrical, building, and /or HVAC work. Knowledge of decent, safe, and sanitary provisions of the state public health code and of modern environmental protection concepts as it relates to industrial, commercial, and residential

development.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word & Excel.

Certificates, Licenses, Registrations

Current and valid Illinois motor vehicle license.

Other Skills and Abilities

Knowledge to perform commercial and residential plans review in order to perform and oversee.

Other Qualifications

Must possess or have the ability to obtain the designation of "Certified Building Official" from the Illinois Council of Building Officials ICC or other approved professional organization.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk; walk on uneven surfaces; sit and climb or balance.

The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The employee is occasionally exposed to extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer or the position outlined herein change.