**VILLAGE OF BOURBONNAIS**

**600 MAIN STREET NW**

**BOURBONNAIS IL 60914**

**JOB TITLE**: Building Commissioner

**DEPARTMENT**: Building

**CLASSIFICATION**: Full-time, exempt

**GENERAL RESPONSIBILITIES**

Work involves the administration, oversight, and direction of the Village Building Department. Coordinates field inspections with the inspectors to ensure proper procedures are being followed. Performs a variety of routine and complex administrative, technical, and inspectional work of developments under construction, property maintenance, rental inspection program, and zoning. The position is responsible for formulating policy, developing goals and objectives, supervising staff, and directing the day-to-day operations of the Building Department.

**SUPERVISION RECEIVED**

Reports to the Village Administrator

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Supervises and manages division personnel; assists in selecting new employees; provides training and instruction; plans, coordinates, assigns and reviews work; allocates personnel; approves leave; maintains standards and evaluates performance.
* Work with builders, contractors, architects and other building and land use professionals to insure submitted plans and construction comply with required Village codes and standards.
* Directs and administers activities and programs for compliance with federal, state, and municipal codes and regulations governing the use of land, including but not limited to building construction, rehabilitation, alteration, use, occupancy, and environmental impact.
* Responsible for the maintenance of the building codes, and recommends new or revised regulations to achieve uniformity of code applications. Analyzes, reviews and prepares code amendments, furnishes updated interpretations of codes to other Village staff. Assists in the preparation of Village ordinances.
* Responsible for the preparation of the annual budget as it pertains to the Building Department.
* Represents the Building Department at professional and association meetings and hearings.
* Writes and prepares all non-police citations and complaints for violations of Village ordinances, and testifies in court and present evidence, as necessary.
* Provides technical assistance to Village staff, developers, committees, commissions, or boards, and the public either directly or through professional staff.
* Works closely with Village staff to solve a broad range of service, delivery, community and administrative issues.
* Reviews and signs Village building permits and certificates of occupancy.
* Directs and/or prepares a variety of written materials. Including staff reports, memoranda, agendas, correspondence, and similar documents. Oversees the work of consultants.
* Performs select building plan reviews, as necessary.
* Works cooperatively and jointly with others to provide quality seamless customer service and coordinates work with other village departments.
* Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
* Required to attend various committee meetings and Village Board meetings, when requested.
* Responds to 24/7 emergency on-call request from the Police or Fire Departments, such as for property damage or structural fires on an as needed basis.
* Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination
* Attends required continuing education classes to maintain current ICC certifications/licenses
* Promotes and maintains a positive image in contacts with various persons and agencies, provides effective and efficient customer service, and resolves complex and sensitive issues as they arise.
* Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**DESIRABLE MINIMUM REQUIREMENTS:**

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 experience

* Bachelor’s Degree in the field of engineering architecture, construction technology, construction management, planning, administration, or closely related field; a combination of education and work experience may substitute.
* Must possess ICC Residential and Building Inspector Certifications, and ICC Property and Housing Maintenance Inspector Certification. ICC certifications in residential and commercial building plan review highly desirable.
* Requires a minimum of five (5) years of experience; from a governmental setting preferred.
* Requires minimum of five (5) years of supervisory experience.
* Experience in the construction field is desired, but not required.
* Requires thorough knowledge of Village building, environment and zoning codes, rules, ordinances, and regulations.
* Knowledge of construction practices, state and local building codes and ordinances
* Excellent communication skills, both verbal and written, with the ability to prepare, organize and communicate field data reports
* Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets, and databases required. Must have a working knowledge of general office equipment and other tools utilized during field inspections.

Necessary Knowledge, Skills and Abilities

* Knowledge of the methods, techniques, and procedures used in building construction, building inspection, and building maintenance.
* Knowledge of construction materials, building codes, and building systems.
* Extensive knowledge of the pertinent laws, statutes, ordinances and codes enabling the operation of the Building Division; considerable knowledge of code enforcement techniques.
* Ability to read and understand blueprints and construction plans.
* Ability to work effectively with building professionals, village staff, and the general public.
* Ability to direct inspection and enforcement actions with firmness, tact, thoroughness, and without prejudice.
* Ability to resolve complaints.
* Ability to clearly write reports, essays, memoranda, directives, correspondence, and code related material and ordinances.
* Ability to handle stressful situations and multi-task responsibilities, and ability to adapt to changing priorities and to work smoothly and cooperatively on a variety of procedures.
* Ability to work with others in a positive, supportive fashion to solve problems, generate ideas and accomplish department and community goals.
* Strong written and verbal communication skills.
* Ability to maintain strict confidentiality.
* Ability to establish and maintain effective working relationships with elected and appointed officials, employees, agencies, and other governmental units, and the public using strong interpersonal communication skills.
* Ability to research and analyze various different type of data information
* Ability to make decisions and/or recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, codes, regulations or government law.
* Ability to communicate with the public in a manner that is clear, concise, and understandable.
* Ability to organize and prioritize work.

**TOOLS AND EQUIPMENT USED**

Telephone, mobile phone, personal computer, copy machine, fax machine, scanner, calculator, small hand tools, camera, and similar items.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
* While performing the duties of this job, the employee frequently is required to sit, stand, and talk or hear; use hands and fingers to handle, feel, or operate, tools, or controls and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, and crouch.
* The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
* The employee must have hearing sufficient to detect telephone and fax communications devices in the presence of moderate levels of background noise.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Work activities are conducted in an office environment and include significant public/employee contact, often with individuals exhibiting high levels of stress or emotion.
* While performing the duties of this job, the employee may be subject to working in all types of outside weather conditions.
* Occasionally works near moving mechanical parts, loud noises, or risk electrical shock.
* Occasionally exposed to dust, mold, filth, wet, and damp environments.
* The noise level in the work environment is usually quiet in the office and moderate in the field.

**SAFETY RESPONSIBILITIES**

Each department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

* Be fully familiar with the safety procedures that apply to the work they supervise.
* Provide basic job training, re-training and instruction to all employees under their supervision and jurisdiction.
* Ensure that all management policies are fully implemented for maximum efficiency of each job.
* Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
* Make sure the necessary safety equipment and protective devices for each job are available and in usable condition.
* Instruct all employees in the use and need for protective equipment for specific hazardous jobs.