



**Naperville**

**EXTERNAL** (2/25/21)

**EMPLOYMENT OPPORTUNITY**

**Job Title:** CHIEF BUILDING OFFICIAL

**Closing Date:** When Filled

**Salary Range:** \$78,920 - \$108,876 annually, commensurate with experience

**Job Type:** Full-Time

**Location:** Naperville Municipal Center, 400 S Eagle St, Naperville, IL

**Department:** Transportation, Engineering and Development

**Job Description:**

The Chief Building Official role represents a unique opportunity for a professional to work in a City recognized nationally and internationally as one of the top communities in which to settle down, raise a family and retire. Naperville makes headlines for its outstanding quality of life, for our picturesque, quaint city combines the values and charm of small-town life with the vibrancy and boldness of a modern, thriving economic powerhouse in the Chicago area.

The City seeks candidates for the position of Chief Building Official. The incumbent is responsible for administering the City's building and safety codes, inspections, plan review, permitting, and code compliance. The Chief Building Official (CBO) plans, organizes and directs programs & activities concerned with building and safety code compliance. This individual ensures that the building staff are kept abreast of latest code provisions and technical developments in building code requirements.

Under the general direction of an Operations Manager, the CBO interacts with and offers related expertise and support to the building/development staff, including but not limited to, building and safety, building plan review, permitting, inspection, and code compliance; assists in coordinating assigned activities with other City departments, divisions, and outside agencies; fosters cooperative working relationships among City departments, and with intergovernmental and regulatory agencies and various public and private groups; manages the effective use of division resources to improve organizational productivity and customer service; provides highly complex and responsible support to management and others in the areas of expertise; reviews and approves building plans in a fast-paced environment; and performs related work as required.

This supervisory-level role exercises independent judgment on diverse, complex and specialized building inspection and safety duties with accountability and ongoing decision-making responsibilities associated with the work and established process. Incumbents have the legal responsibility and powers in the enforcement of codes, ordinances and state laws. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, program evaluation, and recommendation & implementation of policies, procedures, goals, objectives, priorities, and standards related to building services, and for reinforcing/invigorating day-to-day building permitting and inspection activities. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

**Responsibilities:**



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- Assigns work activities and reviews and evaluates methods and procedures. Interprets building code and makes recommendations on interpretations, which will have significant policy impacts. Directs, oversees and participates in the development and implementation of the division's work plan.
- Manages, directs & coordinates the activities of the Code Compliance Group including building plan review and construction inspections.
- Directs and participates in the development of the group's work plan. Assigns work activities; evaluates methods and procedures.
- Recommends goals and objectives; assists in the development of and implementation of policies and procedures.
- Reviews plans, specifications and other construction documents to insure compliance with municipal codes and ordinances.
- Recommends to Deputy Director the hiring, re-assignment & termination of personnel; coordinates staff training; implements discipline procedures where & when appropriate.
- Provides active, healthy supervision & coaching to team; effectively manages performance cycle for direct reports. Ensures that similar activities take place for the inspection team members.
- Recommends and drafts building and related code changes.
- Reviews and approves various regulatory documents as the Chief Building Official.
- Conducts building damage investigations and prepares reports.
- Attends coordination meetings with developers, engineers, architects and contractors. May attend public meetings.
- Provides assistance to boards and commissions as required.
- Responds to inquiries and complaints by the public as escalated.

### **Qualifications:**

***Minimum requirements include:*** A Bachelor's degree in Engineering, Architecture, or a related field, plus a minimum of ten years' experience in related building and construction fields.

### **Candidates must also possess:**

- Professional licensure in the State of Illinois in Engineering, Architecture, or a related field



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- ICC certifications of Residential Plans Examiner, Building Plans Examiner, & Mechanical Plans Examiner
- Valid State of Illinois Class D Drivers' License

The **preferred** candidate will possess ICC Building Inspector certifications, and or the ICC certification of Master Code Professional. He/she will demonstrate a capacity for effective teamwork and the ability to clearly communicate technical information to non-technical audiences.

The Chief Building Official must possess knowledge of applicable building, plumbing, mechanical and electrical codes; knowledge of applicable municipal codes, regulations and ordinances, structural design, engineering, and building plan review; and knowledge of construction materials and practices.

The role requires skills in effective oral and written communication, gaining cooperation through discussion and persuasion, principles and practices of supervision, training, and personnel management. It also demands the abilities to organize, direct and implement a comprehensive building plan review and inspection program, and to supervise, train and evaluate assigned staff.

#### **Additional Information:**

The City of Naperville is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago, and occupying 38 square miles. *Money Magazine* frequently includes Naperville among its "Best Cities in the United States" in which to *live*. We have gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate and vibrant Riverwalk & downtown.

It's also an excellent place to *work!* Our municipal government employs 900 dedicated individuals in a wide range of job categories. In return for your expertise, we'll provide you with career growth opportunities, a forward-looking management team, a competitive benefits package, and an on-site fitness center.

**PLEASE NOTE THE APPLICATION PROCESS!**

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The City of Naperville accepts only online applications. Apply by going to the City's website ([www.naperville.il.us](http://www.naperville.il.us)) and click "**Careers.**" Scroll down and click "**Chief Building Official**" to view this 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 attach a resume or cover letter, if you wish. 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.

Notifications to applicants will be sent electronically to the email address you provide.

**The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-5959.**