



October 16, 2022

**BUILDING & CODE ENFORCEMENT MANAGER  
COMMUNITY DEVELOPMENT  
VILLAGE OF WINNETKA**

The Building & Code Enforcement Manager provides direct administrative and professional support to the Community Development Director in the management of personnel and core departmental functions including the administration and enforcement of local, State, and Federal codes and regulations for all building, structures, and property maintenance: including plan review and inspections of building construction, alterations, and change of use. This position is a critical point with the coordination of the multi-department permitting processes. The position also routinely leads pre-occupancy inspections and coordinates with the Village's Economic Development function.

**Essential Functions:**

- Advise, explain, and interpret Village codes and ordinances regarding building construction and permitting matters with Department personnel, builders, developers, realtors, property owners, architects, designers, engineers, and attorneys.
- Coordinate the building permitting and inspection related work with Community Development staff as well as other Village Department staff as needed.
- Supervise the work of contractual staff who review residential and commercial building permit plans for conformance with Village ordinances and who inspect projects during the course of construction, and when necessary, conduct such plan reviews and inspections.
- Coordinate the Village's building, zoning, and property maintenance enforcement functions; seek out and recommend best practices to improve the efficiency and effectiveness of enforcing the Village's codes and ordinances. Issue violation notices and prepare reports and court complaints concerning violations which have not been corrected.
- Prepare and present reports and studies as well as represent the Building Division at public meetings as required.
- Develop and recommend building, property maintenance, and food service code amendments.
- Assist other staff in the support of and advisement to the Design Review Board, Landmark Preservation Commission, Plan Commission, Planned Development Commission, and the Zoning Board of Appeals, when applicable.
- Conduct zoning reviews of various minor permits in conjunction with other staff.
- Draft budget recommendations related to the Department's current and future plan review, building inspection, and code enforcement needs. Monitor annual expenses.
- Performs other duties as assigned.

**Minimum Qualifications:**

- A bachelor's degree from an accredited college or university in architecture, engineering, construction management, or related field or equivalent professional experience.
- Three to five years of experience as an inspector, plan reviewer or an equivalent combination of educational certification, training and experience in construction practices and procedures. Three to five additional years of experience in a managerial or supervisory position. Experience working for municipal or other government agency preferred.
- Must possess relevant International Code Council (ICC) certifications. For those not certified as an ICC building inspector or plans examiner, becoming a Certified Building Official (CBO) within 24 months of hire is required.

The weekly work schedule is normally 40 hours in duration, and may be extended in the event of emergency, disaster, workload, administrative obligations, or work in progress. The position requires regular attendance at evening meetings of Village Council, boards, or commissions and other public and/or private groups. to work on other Saturdays, Sundays, and holidays. Duties are performed independently and as a team member.

**Starting Salary Range:** \$95,918 - \$111,036, DOQ.

Position Range: \$95,918 - \$134,966

**Position is Open Until Filled.**

Applications must be completed online at [www.villageofwinnetka.org](http://www.villageofwinnetka.org).

*For questions or assistance, please contact Ann Eriksson, Human Resources Manager, at (847) 716-3546 or [aeriksson@winnetka.org](mailto:aeriksson@winnetka.org).*

***Equal Opportunity Employer***