

City of Wood Dale

Community Development

Building Administrator

The City of Wood Dale is seeking a full-time Building Administrator. This is a highly professional and responsible position within the Community Development Department. This position supervises and is responsible for the overall oversight of all functions related to building permit code interpretations, building permit applications, permit tracking, plan review, inspection scheduling, contractor registration, records management and processes. The position performs diverse administrative and support activities. Work often involves extensive public contact and effective coordination with contractors, architects, residents and other City departments. This position reports directly to the Community Development Director.

This position requires the exercise of sound judgement, exercises initiative and discretions based on a sound knowledge of building related codes, administrative operating policies and procedures. The successful candidate must possess strong organization skills, as well as strong customer service and communications skills.

Thorough knowledge of construction practices, codes and land use planning concepts is required. Extensive knowledge of zoning, municipal and administrative codes along with the ability to calculate figures and formulas involved in building, zoning and other related codes. Work requires the ability to perform multiple tasks simultaneously and meet deadlines.

Typical work hours are Monday – Friday from 8:30 a.m. to 4:30 p.m. The Building Administrator is required to be on emergency call, attend evening meetings and occasional weekend events, when necessary.

Associates Degree with a minimum of 7 years or related Building Inspection and Administration experience with a minimum of 3 years at a supervisory level; or any equivalent combination of training and experience that provides the knowledge, abilities and skills required of a Building Administrator. ICC Certifications in plan review and inspection disciplines are required; other ICC Certificates are preferred and required as part of continuing education program.

The salary of the Building Administrator will be based upon qualifications and work experience. The salary range is \$80,286 - \$103,105. Benefits include Illinois Municipal Retirement Fund; paid vacation and sick leave accrual; medical, dental, vision and life insurance. This position is open until filled. Applications are available on the City website and at City Hall. Please email employment@wooddale.com for a detailed job description.

Interested candidates should download and complete an application and submit via email to employment@wooddale.com or in person.

The City of Wood Dale is an Equal Opportunity Employer

