



Employment Opportunity

Full-Time Building Official

The Village of Bradley is seeking interested applicants for the position of Building Official. The Building Official is responsible for the planning and oversight of the Building and Code Enforcement Divisions in the Community Development Department, supervision of assigned personnel and the coordination of functions with other Village departments. The Building Official supervises all aspects of the Building and Code Enforcement Divisions including enforcement of property maintenance codes and ordinances, building and fire plan review and inspections and building permit application services. The Building Official works with a high level of discretion, technical independence and minimal guidance while making decisions to assure public health, welfare and safety. This is a full-time exempt position that handles highly sensitive and confidential information and works under the direct supervision of the Village Administrator.

Essential Duties and Responsibilities:

- Formulates policy, develops goals and objectives and directs the day-to-day operations of the Building and Code Enforcement Divisions of the Community Development Department.
- Provides oversight and direction to the Village Building and Code Enforcement Divisions of the Community Development Department.
- Coordinates field inspections with inspectors to ensure proper procedures are being followed.
- Performs a variety of routine and complex administrative, technical, and inspection work on developments under construction, property maintenance and zoning.
- 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.
- Maintains 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.
- 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.
- Assists in the preparation of Village ordinances as they pertain to the Building and Code Enforcement Divisions.
- Prepares the annual budget as it pertains to the Building and Code Enforcement Divisions.

- Provides technical assistance to Village staff, developers, committees, commissions, and the public either directly or through professional staff.
- Directs and prepares a variety of written materials including staff reports, memoranda, agendas, correspondence and similar documents.
- Reviews and signs Village building permits and certificates of occupancy.
- Performs select building plan reviews.
- Works cooperatively and jointly with others to provide 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 and property maintenance issues.
- Performs zoning reviews to ensure that new business applications meet applicable Village codes and complies with the goals of the Village's long range plans.
- Reviews and processes special use permit and variance requests for the Planning and Zoning Commission; including preparations of all public hearing requirements.
- Represents the Building and Code Enforcement Divisions at professional and association meetings and hearings
- Attends various committee meetings and Village Board meetings.
- Attends required continuing education classes to maintain ICC certifications/licenses.
- Responds 24/7 to emergency on call requests from the Police or Fire departments, such as for property damage or structural fires on an as needed basis.
- Demonstrates highest standards of personal and professional integrity, adheres to Village policies and procedures, and complies with applicable laws, rules and regulations.
- Performs other duties as assigned.

Required 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.
- Knowledge of pertinent laws, statutes, ordinances and codes enabling the operation of the Building and Code Enforcement Divisions.
- Knowledge of administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Knowledge of principles and practices of budget development.
- Knowledge of the principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Knowledge of correct business English, including spelling, grammar and punctuation.
- Knowledge of Microsoft Windows and Microsoft Office Suite.
- Ability to read and understand codes, blueprints and construction plans.
- Ability to research and analyze various types of data and information.
- Ability to interpret, apply and explain complex laws, codes and regulations.
- Ability to communicate in a manner that is clear and concise.
- Ability to use tact, discretion and prudence in dealing with those contacted in the

course of work.

- Ability to prepare reports, correspondence and other written materials.
- Ability to direct inspection and enforcement actions with tact, thoroughness and without prejudice.
- Ability to resolve complaints.
- Ability to establish and maintain effective working relationships.
- Ability to delegate and supervise subordinate staff with a supportive and motivating leadership style.
- Ability to independently plan, prioritize and organize work and complete assignments within a deadline driven environment.
- Ability to analyze and solve problems in an effective and efficient manner.
- Ability to maintain strict confidentiality.
- Ability to demonstrate Village values of integrity, teamwork, and professionalism.

Minimum Qualifications:

- Bachelor's degree in Architecture, Construction Engineering, Planning or related field.
- ICC Certified Building Official is required or must be obtained within one year of employment.
- Five (5) years experience in code enforcement or equivalent experience.
- Three (3) years supervisory experience.
- Possession of a current and valid Illinois motor vehicle operator's license.

Candidates with an equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work will also be considered.

Compensation and Benefits:

The starting salary for the position is \$80,000 +/- commensurate with knowledge, skills and experience. The Village of Bradley provides a comprehensive employee benefits package that includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided. The Village of Bradley also provides paid vacation, personal, sick days, and holidays.

Apply By:

Qualified candidates should send a cover letter, resume and three (3) professional references to the Village of Bradley, Village Administrator's Office, Attn: Teresa Richert, 147 S. Michigan Avenue, Bradley, IL 60915, or email tmrichert@bradleyil.org. The Village is an equal opportunity employer. Applications must be received by 4:30 pm on Wednesday, December 18, 2019.