

## **CHIEF BUILDING OFFICIAL**

### **NATURE OF WORK**

This is administrative and technical work in directing building, zoning, and code enforcement activities of the Village of Channahon.

Work involves responsibility for the administration of all provisions of the municipal building, mechanical, plumbing, electrical, and related codes, for obtaining compliance with specific standards of materials, workmanship and safety, and for the enforcement of zoning and related ordinances. Supervision is exercised over a staff of inspection and clerical personnel. Work is performed with considerable technical independence and is reviewed by the Director of Community Development through conferences, reports prepared and maintained, and by observation of results achieved.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Plans, organizes, supervises, and participates in and evaluates the enforcement of all appropriate building and related codes and ordinances; directs the work of subordinates engaged in the inspection of structural, plumbing, electrical, and related work.

Advises developers, contractors, architects, and citizens on code provisions and standards necessary to meet the building and construction requirements of the zoning and construction codes; resolves problems prior to issuing permits.

Reviews and approves site and building plans and drawings; conducts field inspections as necessary to resolve problems.

Reviews existing codes and ordinances; drafts and recommends proposed code and ordinance changes.

Investigates and resolves citizen complaints and problems.

Performs administrative work and prepares required reports; assists with the preparation of the department budget.

Reviews trade publications, product test results, and building code journals to keep current on developments in the field.

Promotes and maintains responsive community relations.

Follows safe work practices.

### **OTHER JOB FUNCTIONS**

Performs related work as required.

## REQUIREMENTS OF WORK

Graduation from a four-year college or university with major course work in civil or structural engineering, architecture, construction science, or related field; or considerable experience in construction or as a building inspector or contractor including supervisory experience; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Thorough knowledge of all types of building construction materials, and methods and stages of construction when possible violations and defects may be easily observed and corrected.

Thorough knowledge of municipal building and related codes including zoning ordinances.

Ability to read and interpret complex plans, specifications, and blueprints.

Ability to provide effective leadership to subordinate staff and to provide technical advice.

Ability to analyze and recommend proposed changes in municipal codes and ordinances and to apply regulations uniformly.

Ability to establish and maintain effective working relationships with contractors, architects, other officials, staff, and the public.

Ability to express ideas clearly, both orally and in writing.

Ability to obtain and maintain certification as a building official in a program offered by the International Code Council (ICC).

## NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

## 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.

While performing the duties of this job, work is performed mostly in an office setting. The employee is regularly required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.