



Job Posting – Assistant Building Official

Plainfield is a prosperous and bustling Village, located 35 miles southwest of Chicago. Easily accessible, the Village is close to several interstates and state highways making it an excellent place to live, own a business, or simply spend the day shopping and dining in our historic downtown.

Downtown Plainfield, which is the heart of the community, is a vibrant, pedestrian-focused destination for shopping, dining, and entertainment. Each year, the downtown is home to several special events including Plainfield Fest, classic car nights, movies, and concerts. Plainfield is also home to the Lake Renwick Heron Rookery, numerous historic districts and landmarks, a wonderful park and trail system, and the DuPage River which provides numerous outdoor recreational opportunities.

At the crossroads of the historic Lincoln Highway and Route 66, Plainfield continues to build upon its already rich history, and the Village Government is well positioned to accommodate growth and welcomes new commercial and industrial development to help parallel the success of its residential expansion.

The Village of Plainfield is seeking applicants for the position of Assistant Building Official. This position is responsible for the administrative and investigative work in the inspection of all Village commercial, industrial, and residential properties, performed to secure and maintain compliance with zoning codes and codes governing building trades. This work helps ensure that all buildings and structures are built in compliance with established codes and ordinances.

Essential Duties and Responsibilities

- Assists the Building Official in the supervision of permits, inspections and enforcement functions.
- Acts as trainer and mentor for inspectors and assists the Building Official in everyday planning and operations of the Building Department.
- Provides technical support and guidance to inspectors.
- Reviews and interprets Architectural/Engineering plans to ensure compliance of building and zoning codes. Ensures all pertinent building codes and Village ordinances are followed. This includes survey requirements for permit, location, and conformance with zoning and land use requirements. Reviews plans to determine conformance with codes prior to issuance of building permits.
- Conducts field inspections of new residential, commercial, and industrial buildings and structures, troubleshoots complex inspections; ensures compliance with Village codes.

Approves or disapproves installations or occupancy.

- Inspects buildings in various stages of construction, alteration and repair for compliance with one or several of the construction codes that may govern for conformity to existing code requirements. Take necessary steps to correct violations.
- Responds to inquiries from residents and other stake holders regarding building codes, violations, and general inquiries. Provides technical information on codes/standards pertaining to permits, inspections, licensing, and occupancies.
- Communicates with contractors in making corrections to ensure conformity with regulations and plans. Makes final inspections of construction project to check overall code compliance. Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.
- Researches, analyzes and prepares a variety of studies, reports, correspondences and recommendations for decision making purposes; prepares and oversees preparations of monthly reports.
- Assists the Building Official in the upkeep and maintenance of the permitting software
- Uses best practices to ensure critical records are maintained and organized in a timely manner.
- Assists the Building Official with maintaining and updating applicable Village codes.
- Acts as department liaison between other departments or agencies as directed by the Building Official. Attends and participates in professional group meetings and maintains awareness of trends and developments in the field of municipal building.
- Appears in court, providing relevant testimony as required.
- Acts as Building Official when requested; the expectation for this position is to succeed to the Building Official role when the opportunity presents itself.
- Performs other duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; Solicits customer feedback to improve service; responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A thorough understanding of the building, zoning and code enforcement codes. Extensive knowledge of the ICC codes. Master Code Professional or Building Official certificate is preferred but not mandatory. Ability to obtain either certificate is required within 2 years of hire. High school diploma supplemented by technical or college level courses in building construction, electrical, mechanical, or structural engineering or related areas. Five to seven years of experience in the construction industry of skilled construction trades and/or in comparable code enforcement work. Two years of supervisory experience or an equivalent combination of training and/or experience.

Language Skills -

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

Mathematical Skills -

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability -

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills-

To perform this job successfully, an individual should have the knowledge and ability to work within the Village's New World Software System and Microsoft Office.

Certificates, Licenses, Registrations-

Current and valid driver's license is required along with I.C.C. certifications in building inspection.

Physical Demands-

While performing the duties of this job, the employee is regularly required to stand; walk on uneven surfaces and talk and hear. The employee is frequently required to climb or balance. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl.

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

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.

Starting wage is dependent on qualifications. The position has a pay range of \$77,908-\$105,176. Applications can be found on our website www.plainfield-il.org and can also be picked up at Village Hall 8:00 am – 4:30 pm, Monday-Friday. Applications will be accepted until the position is filled. Resumes with applications can be sent to:
humanresources@goplainfield.com.

The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.