



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
BUILDING OFFICIAL

EFFECTIVE DATE: June 1, 2024

DEPARTMENT: Development Services/ Code Enforcement	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7610	RANGE: 23	PENSION: IMRF	UNION: None
REPORTS TO: Director of Building & Code Enforcement	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: Class D Illinois Driver's License. ICC Combination Plans Examiner, Certified Building Official within 24 months of hire is required

SUMMARY:

The Building Official is responsible for a variety of routine and complex responsibilities related to management of the building permit process, technical review of construction documents and specifications, evaluation of contractor qualifications, and direct supervision of staff. This position assumes the Building Official duties, as referenced in the Municipal Code under the direction and authority of the Director of Building & Code Enforcement. Provides guidance and direction to external customers, building inspectors, and other staff regarding technical building code matters. Possesses strong internal and external customer service skills and provides strong oversight of the electronic permitting process.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Reviews and evaluates, either in the office or in the field, proposed construction	Daily 75%

documents, architectural plans, scopes of work, and specifications to insure that proposed construction complies with building, electrical, plumbing, mechanical, environmental, zoning, property maintenance, energy, accessibility, and related codes. Performs technical interpretations under the authority and supervision of the Director of Building & Code Enforcement. Coordinates and serves as lead reviewer in the examination of building plans for all types of commercial and residential construction to determine compliance with code requirements and related regulations.

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|----|--|----------------|
| 2. | Provides supervision and coordination of the electronic permitting process and provides recommendations for increased efficiency. Performs, assigns and coordinates plan reviews with specific personnel and communicates review comments to the applicant. Reviews progress and directs changes as needed; issues written and oral instructions; examines work for accuracy, code compliance, and conformance to policies and procedures. | Daily
60% |
| 3. | Establishes valuations and permit costs for new projects based on codes, regulations, and policies. Reference ICC cost estimation tables and other sources as appropriate, evaluates alternative cost methodology or proposals. | Daily
30% |
| 4. | Provides guidance on permit process and technical matters to architects, engineers, contractors, developers, owners/residents, and other interested parties; answers questions regarding building codes and requirements. Responds to complex building issues in a professional manner to resolve technical and customer service related issues, either in person, by telephone, email, or in writing. | Daily
20% |
| 5. | Supervises, mentors, and educates direct report(s). Directs employees, implements Division procedures, assigns work tasks, and performs the performance evaluation process. Provides disciplinary action when needed. | Daily
15% |
| 6. | Provides technical guidance to inspectors, planners, engineers, fire inspectors and other Village team members. Coordinates with Financial Assistants regarding the building permit process. Facilitates a team approach by fostering effective communication amongst Department and Village staff. | Daily
10% |
| 7. | Researches and reviews current trends and technical matters. Assists with periodic code updates and recommends changes as appropriate. Drafts text for code updates to codes, ordinances, and local regulations for the Division Director's review. Prepares a variety of studies, reports, and related information for decision-making purposes. Stays abreast to training opportunities for ICC certifications maintenance. | Monthly
30% |
| 8. | Researches violations and complaints regarding commercial and residential buildings, building construction, and code compliance. Issues stop work orders as appropriate. Issues formal technical code interpretations and provides guidance to support legal efforts. | Monthly
20% |
| 9. | Maintains complete and accurate records of approved plans. Maintains records and documents of customer service issues and resolutions. Possesses excellent organizational skills. | Daily
10% |

10.	Provides input in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.	Annually 10%
11.	Makes presentations to supervisors, Boards, Commissions, civic groups, and the general public as assigned.	Annually 10%
12.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Works in cooperation with other affected Departments to assist in the planning and design of municipal building projects as may be assigned.
2.	Performs field inspections as qualified and required.
3.	Provides technical assistance to support the code enforcement officers and building inspectors.
4.	Produces educational handouts, website content, brochures or other information to assist customers with helpful guidance on permit processes and technical building code items.
5.	Assists in the preparation of annual budget requests.
6.	Coordinate with developers and architects to facilitate pre-application meetings, as necessary
7.	Attend division coordination meetings and weekly site plan meetings
8.	Recommends and implements process efficiency changes to the plan review system.
9.	Serve as a Village representative to NWBOCA, SBOC, and other professional organizations Serves as a member of various employee committees.
10.	Follows Village-wide and departmental safety rules and practices.
11.	Manages the Village's address network and establishes new addressing of buildings and parcels.
12.	Performs other duties, tasks, and responsibilities as assigned.
13.	Attends PB&Z Committee meetings or other public meetings, as necessary.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

☐ None required

☒ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

- Supervision of the Permit Services Technician.
- Supervision of building inspectors as may be assigned
- Prepare personnel evaluation reviews for direct reports

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
- ☐ High school diploma or general education degree (GED)
- ☒ Two or more years of college coursework in related field
- ☐ Associate's degree (A.A.) from two-year college or technical school
- ☐ Bachelor's degree (B.A.) from four-year college or university
- ☐ Master's degree (M.A.)
- ☐ Doctoral degree (Ph.D.)

Degree or coursework should be in...

***Architecture, Architectural Engineering,
Construction Management, or closely related field
preferred***

Experience Level (Select one - required)

- ☐ No prior experience or training required
- ☐ Six months to one year related experience
- ☐ One to two years related experience
- ☐ Two to four years related experience

- ☒ Four to ten years related experience

***A minimum of five (5) years of experience in
reading, interpreting, and/or designing drawings
and plans, as gained in an office of architecture,
builder, or general contractor preferred.***

Additional Experience (Select as appropriate)

- ☒ Experience in supervisory capacity...
- ☐ Experience in management capacity...
- ☐ Must meet the requirements as set by the Fire & Police Commission

1-3 years preferred

Additional Skills

- ☒ Certifications

***International Code Council (ICC) certifications
such as Building Official, Commercial Plans
Examiner, Residential Plans Examiner, Electrical
Plans Examiner, Mechanical Plans Examiner, etc.
preferred.***

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
- ☒ Word Processing data
- ☐ Spreadsheet software
- ☐ Database software
- ☒ Specialized applications:

***Microsoft Office, Bluebeam, electronic permitting
software***

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☐ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☒ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Fluency in foreign language skills is:

- ☒ A Plus
☐ Preferred
☐ Required

Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

WORKING KNOWLEDGE OF:

The International Building Codes or other model codes; National Electrical Code; Illinois Accessibility Code; Village Municipal Code; New building practices, techniques, and products. Carpentry, electrical, concrete, mechanical, and plumbing work.

ABILITY TO:

- ◆ Apply knowledge from the International Building Codes or other model codes, zoning, and land use regulations.
- ◆ Establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public.
- ◆ Coordinates plan reviews and other personnel as assigned.
- ◆ Provide excellent customer service (internal/external).
- ◆ Provide input and assist in developing short and long-range goals.
- ◆ Handle a large volume of plan reviews in a timely manner.
- ◆ Multi-task.
- ◆ Maintain cost effective practices.
- ◆ Review trends and development; prepare revisions to codes and ordinances.
- ◆ Research, resolve and respond to complex code problems and complaints.
- ◆ Provide technical advice to supervisors, Boards, Commissions, civic groups, and the general public.
- ◆ Read and understand complicated construction documents and specifications.
- ◆ Establish, evaluate, and maintain priorities.
- ◆ Climb, balance, crawl, pull, and lift to gain access to construction areas or sites for inspection.
- ◆ Communicate effectively, orally and in writing, using the English language.
- ◆ Establish and maintain effective working relationships with co-workers, supervisors, other Village employees, officials, and the public.
- ◆ Respond professionally and respectfully to employees and the public and satisfactorily resolve inquiries.
- ◆ Read, write, speak, and comprehend the English language.
- ◆ Ability to work with interruptions, such as: front counter questions, phone calls, etc.

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 with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>X</u>	_____
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	<u>X</u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>X</u>	_____
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	_____	<u>X</u>	_____	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	<u>X</u>	_____
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

X _____ Corrected vision of...

_____ Uncorrected vision of...

As required by the ILSOS in order to operate a motor vehicle

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions) <u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works near moving mechanical parts	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works in high precarious places, underground, or confined spaces	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Flying debris or airborne particles	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Risk of electrical shock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works with explosives or risk of radiation	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Vibration	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Extreme illumination	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Low noise level (Normal voice tones)	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Moderate noise level (Raised voice levels)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
High noise level (Shouting/ear protection may be needed)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

A blue ink signature, likely of the Department Director, written over a horizontal line.

Department Director

Reviewed Approval:

A blue ink signature, likely of the Human Resources Management Director, written over a horizontal line.

Human Resources Management Director

Approved:

A blue ink signature, likely of the Village Manager, written over a horizontal line.

Village Manager

Effective Date: June 1, 2024

Revision Date: _____