



JOB POSTING

DATE: June 29, 2017

POSITION: Building Commissioner

SALARY: \$75,000-\$100,000 based on qualifications

Under the general direction of the Village Administrator, the Building Commissioner is to perform managerial, supervisory and administrative duties in planning and coordinating the operation of the Building Department, which includes a combination of office and field work in the enforcement of building and property maintenance codes to ensure public safety and health and to do related work as required or assigned.

JOB DUTIES: Manages, plans, directs, and supervises the Village's permitting, inspection, and record keeping procedures and processes; Administers Floodplain Management Regulations and enforce the Floodplain Prevention ordinance as directed for land development and the permit process; Complete all required Floodplain reports and information as required by FEMA; Resolves interpretation issues relating to adopted Building, Plumbing, Mechanical, and Electrical Codes; Enforces Village, State, and Federal regulations pertaining to construction; Interprets building, plumbing, electrical, and mechanical codes and develops procedures for their enforcement; Issues condemnation and corrective notices, certificates of occupancy, stop work orders, citations, and other required notices; Coordinates activities with other Village departments and outside departments; Trains, evaluates, and disciplines employees; Team builder who utilizes outstanding interpersonal and customer service skills, a flexible management style, and collaborative work style; Assigns, monitors, and coordinates work within the Dept; Prepares and manages the budget for the Dept; Maintains records and prepares reports on building activity; Follows up on all conditional and temporary approvals; Attends meetings and workshops; Reads technical literature to stay abreast of current codes; Prepares agenda items and makes presentations to the Village Board regarding upgrading and revising applicable codes and ordinances; Manages the Village's Health Department; Completion of other duties and responsibilities, as assigned.

QUALIFICATIONS: Minimum of a high school diploma is required; Bachelor's degree from an accredited college or university with major course work in Construction Management, Civil Engineering, Architecture, or related field is preferred. At least five (5) years of experience as a supervisor in design, construction and inspection of public, commercial, industrial, and residential buildings preferred. Must possess and maintain a valid Class C Driver's License, Building Inspector Certification, and Plan Review Certification; ICC Chief Building Official certification and Floodplain Management Certification are preferred. Bilingual Spanish-speaker preferred.

DEADLINE: Open until position is filled

To receive consideration, please pick up an employment application and submit your application and resume to Stephanie Sharp at the Village of Lansing Municipal Center, 3141 Ridge Road Lansing, Illinois 60438. Your resume may also be submitted as an email attachment, please send to ssharp@villageoflansing.org. If you submit a resume by email, please make the subject line of the email the position you are applying for.