

**HUMAN RESOURCES DIVISION**  
PHONE: 815/724-4020  
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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

**EMPLOYMENT OPPORTUNITIES:**

**JOB POSTING #:** 07-18  
**POSTED:** 12/11/2018, 9:00 a.m.  
**EXPIRATION:** until filled  
**TITLE:** BUILDING SERVICES DIRECTOR (Position Code #1151)  
**SALARY:** \$85,085 - \$119,120  
**DEPARTMENT:** COMMUNITY DEVELOPMENT  
**DIVISION:** BUILDING SERVICES

**GENERAL PURPOSE**

Performs a variety of routine and complex administrative, supervisory and technical work in the directing and operation of the Building Services Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed;  
Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed;  
Provides technical building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public;  
Communicates official programs, policies and procedures to staff and the general public;  
Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;  
Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;  
Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures;  
Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints;  
Identifies, initiates and participates in ongoing training and certification opportunities for all divisional employees;  
Prepares a variety of studies, reports and related information for decision-making purposes;  
Prepares and administers the annual operating budget of the building services division;  
Enforces a variety of codes, including International Building Code, Internal Fire Prevention Code, International Mechanical Code, International Residential Code, State of Illinois Plumbing code, National Electric Code, and local codes such as Fire/Life Safety Code, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations;  
Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties;

Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Supervises the examination of building plans of all types to determine compliance with code requirements and related regulations; Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues; Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions; Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy; Coordinates plan reviews, inspections, and enforcement actions;

### **PERIPHERAL DUTIES**

Review proposed subdivisions for code compliance. Performs the duties of a plans examiner or inspector, as needed. Performs bidding of city construction projects, as needed

### **REQUIRED QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent, supplemented by a Bachelor's year degree or technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction, and
- (B) Four (4) years of experience in general construction and related fields, or
- (C) Any equivalent combination of education and experience on a year for year basis;
- (D) Certification in the International Codes or Architectural Certification.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of International Building Codes and carpentry;
- (B) Considerable knowledge in electrical work, carpentry work, cement work, plumbing, and Life Safety and Fire codes and skill in applying knowledge of zoning and land use applications;
- (C) General knowledge of International Fire Prevention Codes, International Mechanical Codes, International Residential Code, State of Illinois Plumbing Codes, National Electric Codes, and general construction codes;
- (D) Comprehensive knowledge of computer systems, including but not limited to Microsoft Office Suite. The Director shall possess a knowledge of various software applications which will improve Divisional efficiencies;
- (E) Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.



**SPECIAL REQUIREMENTS**

A valid state driver's license, or ability to obtain one by start of employment. One or more I.C.C. certifications, including but not limited to plans examiner or combination inspector.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**