



VILLAGE OF LINCOLNSHIRE

Building Official

Lincolnshire, IL (*population 7,900*) The Village of Lincolnshire is looking to add to its collaborative, dynamic, and hands-on team with its next Building Official. Lincolnshire's Building Official should possess a desire to work with residents and businesses to make their dreams a reality, while also balancing professional codes and community standards. The successful candidate must be a good communicator; have a track record of working well with a variety of stakeholders; focused on continuous improvement; and understand the value of great customer service.

Essential Job Functions:

- Oversees the day-to-day functions of the Village's building division including plan reviews, building permit processing, inspection services, as well as building and life safety code enforcement.
- Manages several professional service contracts for plan review and inspection services; structural engineering plan reviews; elevator inspections; and fire safety plan reviews and inspections.
- Works in sync with the department's administrative assistant, as well as the Village's part-time code enforcement inspector, building consultant, and local fire protection districts.

Qualifications and Conditions:

- Reports directly to the Assistant Village Manager/Community & Economic Development Director.
- Requires an associate degree (i.e., two years) or accredited trade school with course work in architecture, code enforcement, and/or related fields. Five years of progressively responsible experience in the enforcement of building regulations as a building inspector, building official, plans examiner, or related experience in the construction trades is desirable. A comparable combination of education and experience is acceptable.
- Have extensive knowledge of approved methods, procedures, and materials used in building construction. Must also have considerable knowledge of residential and commercial building and property maintenance codes governing new and existing structures, including at the local, state, and federal levels.
- For non-certified applicants, ICC certification as a Residential Building Inspector must be acquired in the first six months of employment; Commercial Building Inspector certification within the first 12 months of employment; and Certified Building Official within the first 24 months of employment.
- Experience/qualifications as a State of Illinois Licensed Plumber; Registered Architect; and/or Registered Electrician is a plus.
- Possess a valid Class D driver's license.
- Must have some knowledge of the Microsoft Office suite, specifically Word and Excel. Beneficial experience/qualifications include familiarity with the BS&A enterprise resource planning suite of applications.
- The position is full-time and requires sound judgment, initiative, and discretion. Typical business hours are 8 a.m. – 4:30 p.m. Monday-Friday. May require evening and weekend in the event of emergency callouts.
- The successful candidate will be required to pass a background check and drug screen.

Salary Range: The salary range for this position is \$79,030 - \$112,900. Starting salary will be offered commensurate with educational and professional experience. The Village offers a competitive benefits package including paid time off; medical, dental, and life insurance; and membership in the Illinois Municipal Retirement Fund (IMRF). Residency is not required.

Agency Contact: Provide a cover letter, resume, and three professional references to Leslie Cole, Village of Lincolnshire, 1 Olde Half Day Road, Lincolnshire, IL 60069, or lc@lincolnshireil.gov. Lincolnshire is an equal opportunity employer.

Deadline: Position open until filled.

Website: www.lincolnshireil.gov