



# VILLAGE OF LINCOLNSHIRE

## VILLAGE OF LINCOLNSHIRE Job Description

**Title:** Building Official  
**Department:** Community & Economic Development  
**Status:** Exempt  
**Date:** November 2021

### GENERAL DESCRIPTION

Performs a variety of administrative and technical duties related to the enforcement of Village Codes and Ordinances regarding building-related construction activities. Reviews building plans and specifications; conducts inspections; is responsible for enforcing Village Codes with regard to building, fire safety and health. This person performs specialized field and office work in the enforcement of municipal building and related codes and ordinances covering building construction, alteration and repair.

### SUPERVISION RECEIVED

Reports to and works under the general direction of the Community & Economic Development Director

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES

- Enforces all laws, codes and ordinances governing construction and fire-safety related codes; including the International Building Code, International Residential Code, National Electric Code, State Plumbing Code, International Mechanical Code, International Energy Conservation Code, International Fuel Gas Code, International Fire Code, Illinois Accessibility Code, National Flood Insurance Program, National Fire Protection Association Life Safety Code, and Village of Lincolnshire Building Code amendments.
- Maintains up-to-date knowledge of national codes, construction standards and outside agency regulations. Oversees adoption of updated construction codes and permit fees, including coordination with other affected departments.
- Reviews permit applications and all construction documents, reports, technical data, etc., submitted in support of construction permit applications, and coordinates with appropriate personnel, to ensure construction documents conform with applicable Village ordinances, construction codes, floodplain management, and other regulations. Verifies code compliance and completion of any necessary plan revisions before issuance of the building permit.
- Performs the duties of a plans examiner, building inspector, floodplain manager, and drone pilot as needed.
- Calculates permit fees.
- Conducts building, accessibility, electrical/mechanical and life safety inspections during construction for conformance with Village Codes and approved construction plans. Reports deficiencies, code violations and/or deviations from approved building plans found during inspections, performs reinspections and prepares inspection notices, as well as violation notices and citations where appropriate.
- Conducts code review of construction document revisions and records changes during the construction process. Actively participates in field matters to obtain resolutions of construction, occupancy issues and other matters relative to the health, safety and

welfare of the community both prior to, and after issuance of the Certificate of Occupancy.

- Prepares and submits periodic reports to the Village Manager, Community & Economic Development Director and other Village Departments or Divisions and prepares monthly building/construction reports/statistics, or furnishes specific reports as needed.
- Issues Building Permits, Authorizations, and Certificates of Occupancy, as appropriate.
- Conducts pre-submittal meetings with design professionals, contractors, and owners upon their request. Meets with design/construction professionals as needed during the plan review process.
- Acts as liaison for the Building Division; promotes effective and congenial public relations; resolves complex and sensitive building issues; responds to complaints and concerns relative to building; confers with interested parties regarding the interpretation and application of Village Codes; meets with community and business representatives and the public on all aspects of the Department's activities.
- Enforces floodplain management requirements including flood map determinations, substantial damage/substantial improvement tracking, and damage assessments.
- Prepares an annual budget for Building Division revenues and expenses and submits to the Director of Community & Economic Development. Tracks Building-related revenues and expenditures and recommends adjustments as needed.
- Attends professional development workshops and seminars to keep abreast of trends and developments in the fields of building.
- Prepares reports and recommendations for Code updates.
- Assists with analysis, coordination and bidding of Village facilities maintenance, repairs, and capital projects.
- Solicits and negotiates applicable professional service contracts such as Building, Structural, Fire and Life safety, elevators, etc.
- Manage professional service contractors, coordinating their plan reviews and inspections
- Administer village drone program. Coordinate with other departments on a regular basis to determine collection of imagery and data Village-wide.
- Maintain permanent archive of Building Permit and Property Files
- Cross training to assume duties of Permit Clerk and Engineering Inspector if needed
- Performs other duties as assigned.

#### **CONTACTS OUTSIDE OF DEPARTMENT**

Other Village departments, local business owners, developers, contractors, architects, engineers, appraisers, realtors, craftsman, residents and the general public.

#### **TOOLS & EQUIPMENT USED**

Motor vehicle, tape measure, flashlight, testing equipment, ladder, safety equipment, computer, general office equipment, cellular communications equipment, and occasionally uses light mechanical equipment. Telephone, personal computer, Microsoft Office Suite of Applications (Word, Excel, Outlook, Access, PowerPoint, Publisher), ten (10) key calculator and adding machine, printer, fax, copy machine, scanner, binding equipment, laminating machine, paper cutter, paper punch, , multi-level file cabinets, cameras, drones, and general office equipment.

#### **PHYSICAL DEMANDS**

Considerable walking, standing, sitting, occasional bending, twisting, kneeling, squatting, crawling, climbing, reaching, wrist turning, grasping, pinching, manipulating. Minimal, occasional lifting, carrying, pushing or pulling of up to 30 lbs. Standing, walking approximately 4 to 6 hours a day.

## **WORK ENVIRONMENT**

Comfortable and clean office working conditions in a moderately noisy environment approximately half of each day, exposure to outside elements and construction sites the balance of the day.

## **MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED**

### **Education/Experience**

Requires Associates Degree (2 years) or accredited trade school with course work in architecture, code enforcement, and/or related fields. Minimum of five (5) years of progressively responsible experience in the enforcement of building regulations or related experience in the supervision of construction projects. Requires extensive knowledge of approved methods, procedures, and materials used in building construction. Requires possession of a valid Class D Driver's License, and extensive knowledge of applicable International Code Council (ICC) and Illinois State codes. ICC Certification as Building Official required within one year of employment. ASFPM/IAFSM Certified Floodplain Manager required. Additional ICC certifications, State of Illinois Licensed Plumber, Registered Architect or Registered Electrician a plus. Continuing education required.

### **Knowledge/Skills**

- Good knowledge of English, composition/business writing, spelling, and arithmetic.
- Knowledge of modern office practices and procedures, word processing, data processing, computers and equipment.
- Photography/videography and photo/video editing
- FAA Part 107 small unmanned aerial system regulations and drone piloting
- Skill in basic mathematical computations.
- Skill in creating spreadsheets, databases and filing systems.
- Ability to read and interpret plans, specifications and blueprints quickly and accurately, and to compare them with work in progress.
- Hearing ability sufficient to understand cellular communications and converse with others, both in person and over the telephone.
- Speaking and writing ability sufficient to communicate effectively with other individuals in person and over the telephone, text or e-mail
- Must be able to deal effectively in stressful situations and to enforce code compliance with diplomacy and tact.