



NOW HIRING

## BUILDING OFFICER/INSPECTOR

The Village of Minooka is seeking a Building Officer to administrate and direct the Building Department. Work involves enforcement of all construction and related codes, serving as the Village's Zoning Enforcement Officer, directing the activities of all subordinate personnel, performing the administrative work of the department, directing the issuance of permits and the collection of fees, preparing and issuing reports, maintaining files, and preparing and managing departmental budgets.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

- Duties of the building officer and inspector shall include administration and enforcement of the building code for the village. Position will issue building permits, certificates of occupancy and stop work orders.
- Oversees and directly participates in activities related to the administration and enforcement of international building codes. Receives all applications, examines and approves plans and specifications and issues permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures.
- Enforces all of the provisions of the Village basic code as well as enforcing a variety of other building occupancy laws and subdivision control laws. Reviews all new subdivision and commercial development proposals and makes recommendations to the Planning Board and Zoning Board of Appeals and coordinates projects with the Minooka Fire Department.
- Investigates complaints of alleged zoning violations and takes appropriate actions.
- Responsible for creating and overseeing the Building Department Budget, reviewing and processing bills pertaining to the Building Department.
- General knowledge of the accepted requirements for building construction, including plumbing, electrical, mechanical, and fire prevention.
- Ability to read and interpret specifications, drawings and plans, and design information and communicate information to the general public.

### **REQUIREMENTS OF WORK**

- High school diploma and advanced technical training: at least five (5) years of experience in the supervision of building construction or design, a four (4) year undergraduate degree related field of building construction or design, and/or any combination of education and experience which would confer equivalent knowledge and ability as determined by the Village.
- Must possess, or be able to obtain, ICC (International Code Counsel) certification as Building Inspector and Building Commissioner within eighteen (18) months of employment and must maintain certification as required by the Building Officials Certification Committee.
- Must be in good physical condition as regularly required to walk, stand, sit, talk and access all levels of a construction site, buildings and structures.
- Must be in possession of a valid Illinois driver's license.

### **COMPENSATION PACKAGE**

The position will be 40 hours/week, salaried position ranging base \$85,000 to \$110,000 well qualified. Illinois Municipal Retirement Fund eligible pension. The position also offers paid sick, personal, holiday, and vacation time. Applications are online at [www.minooka.com](http://www.minooka.com).

Applications and Resumes can be dropped off at Village Hall at 121 E. McEvilly Road, Minooka, IL or emailed to [info@minooka.com](mailto:info@minooka.com). Deadline for submissions **March 17, 2023.**