Position: Chief Building Official
Department: Community Development

Status: Exempt
Last Updated: 11/16/2026

General Purpose: The Chief Building Official plans, organizes, directs, and administers the City's building inspection, permitting, and code enforcement programs. Serving as the City's Building Official and Fire Code Official, the Building Commissioner oversees the interpretation, administration, and enforcement of adopted building, fire, housing, electrical, sign, and related municipal codes. On and day-to-day basis, the position supervises inspection staff, coordinates plan review and permitting activities, provides technical guidance to the public, contractors, developers, and City staff, and ensures compliance with applicable local, state, and federal regulations.

Supervision Received:
The Chief Building Official works under the immediate supervision of the Director of Community Development.

Supervision Exercised:
Directly supervises Building Inspectors, Plumbing Inspectors, Electrical Inspectors, Sign Inspectors, and outside consultants retained by the City for plan review and inspection services. At the discretion of the Director, may provide direction to department personnel in matters relating to building and permitting.

Duties and Responsibilities:

The Chief Building Official shall have the following duties:

(A) Serve as the City's designated Building Official and Fire Code Official and administer all adopted building, fire, housing, electrical, sign, and related municipal codes.
(B) Interpret, administer, and enforce building and fire regulations while ensuring consistent application of City ordinances and adopted codes.
(C) Direct, manage, and oversee all building permit operations, including application review, permit issuance, inspections, and occupancy approvals.
(D) Review, or supervise the review of, residential and commercial permit applications for compliance with applicable building codes, zoning requirements, and City ordinances.
(E) Oversee the preparation and issuance of building permits, occupancy permits, and

related approvals.
(F) Supervise building inspections and coordinate the activities of Building, Plumbing, Electrical, and Sign Inspectors, including outside consultants performing inspections or plan reviews on behalf of the City.
(G) Coordinate commercial building reviews with the appropriate Fire Protection Districts and other regulatory agencies.
(H) Provide technical assistance and guidance to residents, contractors, architects, engineers, developers, business owners, and City staff regarding permitting requirements, construction regulations, code compliance, and enforcement procedures.
(I) Administer and oversee the City's code enforcement program, including enforcement of the adopted Codes and applicable municipal regulations.
(J) Maintain inspection schedules, permit records, occupancy records, and other departmental files required for effective administration of the Building Division.
(K) Conduct periodic field observations throughout the City to monitor construction activity, verify permit compliance, and identify potential code violations.
(L) Investigate building and code enforcement issues and coordinate corrective actions as necessary to achieve compliance.
(M) Attend Administrative Adjudication hearings and provide testimony regarding building and property maintenance violations.
(N) Meet with City Council committees, City staff, developers, contractors, and members of the public to discuss building code, permitting, development, and code enforcement matters.
(O) Attend meetings of the Plan Commission and other public meetings as assigned by the City Administrator or Director of Community and Economic Development.
(P) Coordinate departmental activities with other City departments, outside agencies, utility providers, and governmental entities to facilitate development and construction projects.
(Q) Assist in the development, implementation, and evaluation of departmental policies, procedures, and operational improvements.
(R) Prepare reports, correspondence, recommendations, and presentations related to building activities, permitting, inspections, and code enforcement.
(S) Maintain accurate records and documentation in accordance with applicable record retention requirements.
(T) Perform other duties as assigned by the Director of Community Development.

Minimum Qualifications

Education and Experience:

- A minimum of 10+ years or equivalent professional and educational experience in any one or more of the following occupations:
    - Architectural or structural design in a recognized professional office;
    - Field superintendence of construction projects for one or more reputable contractors;
    - Field superintendence and inspection for a recognized professional architect, structural engineer.
    - In the alternative, the City Council may consider as qualified to hold the office of Building Commissioner a candidate who has had at least two years of experience as a Building Commissioner, Deputy Building Commissioner, or Interim Building Commissioner with any municipality within a space of ten years before their permanent appointment with the City.
- Possession of a valid Illinois driver's license.

Knowledge, Skills and Abilities:

- Thorough knowledge of all types of building construction materials, and methods and stages of construction.
- Thorough knowledge of municipal building and related codes including zoning ordinances.
- Ability to read and interpret complex plans, specifications, and blueprints.
- Ability to provide effective leadership to subordinate staff and to provide technical advice.
- Ability to analyze and recommend proposed changes in municipal codes and ordinances and to apply regulations uniformly.
- Ability to establish and maintain effective working relationships and professional demeanor, sensitivity, and tactfulness, with contractors, architects, other officials, staff, and the public.
- Ability to express ideas clearly, both orally and in writing.

- Ability to obtain and maintain certifications pertinent to required responsibilities of the position, including ICC Certifications or similar.
- Excellent communication and interpersonal skills
- Ability to act ethnically and exhibit integrity in interactions with staff, council and member of the public.
- Demonstrates skilled interactions with City elected officials, state, county and municipal government officials, other City staff, developers, contractors, and outside consultants, engineering professionals, auditors and other business-related individuals or agencies.
- Demonstrates skill in work with the City Attorney on legal matters affecting the operations of the City.
- Ability to prepare and operate within the constraints of a budget.
- Ability to prepare reports and properly maintain organized office files and records.
- Ability to apply common sense understanding to carry out detailed instructions, make responsible decisions, prioritize multiple tasks and work independently to meet deadlines.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

Physical Demands and Working Conditions:

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Ability to work in a standard office setting and use standard office equipment, including a computer and to work in the field on a variety of projects including traversing uneven terrain, operating a motor vehicle and visiting various City sites.

- Ability to visually inspect assigned projects.
- Ability to read printed materials.
- Ability to hear and verbally communicate in person and before groups.
- Mobility allows frequent conduction of inspections to identify problems and hazards.
- Ability to, on occasion, lift, carry materials and objects up to 35 pounds.

Working Conditions
May work either indoors or outdoors as required. Repeated interruption of the work routine may occur. May be exposed to extremes in temperatures, chemicals, direct sunlight, dust, pollen, machinery or its moving parts, noxious fumes, May be required to walk in or around construction sites and may encounter hazards, heavy machinery and construction materials. May be required to wear protective clothing or equipment in the performance of duties.

Weekly work schedule is 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload or the need to complete time-sensitive work. Employees working in this position may be required to work on some Saturdays, Sundays, and holidays. Work is sometimes required under adverse or unusual conditions such as in cold, hot, wet, dark, and cramped surroundings, in all weather conditions and at all hours of the day.

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.

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Department Head Date

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Asst City Administrator/HR Director Date

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City Administrator Date