



City of Naperville
Employment Opportunity

Job Title:	Chief Building Official – Building Division Manager - 3511
Closing Date:	When filled
Salary:	\$120,000 to \$135,000 annually, dependent on qualifications
Job Type:	<input type="text"/>
Location:	<input type="text"/> , Naperville, Illinois
Department:	<input type="text"/>

Job Description:

The City of Naperville's Transportation, Engineering and Development Business Group (TED) seeks a Chief Building Official to provide leadership and supervision to the Building team. This position reports to the Director of Transportation, Engineering and Development and directly supervises five staff members (two supervisors), and indirectly supervises approximately twenty employees.

Responsibilities:

- Overseeing the timely review and issuance of all building permits, including new construction, commercial renovations, tenant buildouts, and simple occupancies.
- Ensuring adherence to all permit review deadlines.
- Attending Tenant Build-Out, Pre-Construction, Pre-Submittal, and Permit Review meetings to ensure that adequate plan review and code information is being provided to the external customer and to troubleshoot plan review issues.
- Serving as the Chief Building Official, issuing interpretations and findings on code requirements to internal permit staff and the external customer, as necessary.
- Overseeing the occupancy permit process, including issuance of temporary occupancy permits, as needed, and the timely completion of final occupancy permits.
- Updating building permit applications, forms, and codes, as necessary, to reflect current requirements.
- Maintaining an in-depth knowledge of the functionality of the software platform(s) used for permit management, assisting in upgrades, and ensuring proper use of all software and technology by team members.
- Securing and managing 3rd party reviewers, as necessary to provide plan review and/or inspection coverage for all commercial permit types. Directly supervising and working closely with the Operations Manager – Residential Plan Review and Permitting to ensure a seamless overall building permit, inspection, and code enforcement operation.
- Directly supervising team members responsible for Commercial Plan Review and Inspections.
- Conducting residential and commercial plan reviews, as needed.
- Providing innovative leadership and supervision to departmental employees, including other supervisors.
- Working collaboratively with all teams within the Building Department and the Transportation, Engineering and Development Business Group to achieve common goals and provide transparent customer service.
- Providing excellent customer-focused, results-oriented services. Resolve problems and issues arising from department processes and respond to public concerns and inquiries.
- Evaluating employee performance and resolving personnel matters. Ensuring employees are properly trained and all required certificates have been obtained.
- Periodically attending field meetings and conducting field inspections and observations to support teams' functions.
- Preparing detailed management and operational reports on teams' activities.
- Serving as the staff liaison to the Building Review Board.

Qualifications:

Required Credentials and Experience:

- Bachelor's degree in Engineering, Architecture, or a related field
- Professional licensure in the State of Illinois in Engineering, Architecture, or a related field
- Minimum of ten years' experience in related building and construction fields

Preferred Credentials and Experience:

- ICC certifications of Residential Plans Examiner, Building Plans Examiner, & Mechanical Plans Examiner
- ICC Certified Building Officer designation
- Valid State of Illinois Class D Drivers' License

Additional Information:

The City of Naperville, Illinois is a dynamic community of 150,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.