



City of Naperville
Employment Opportunity

Job Title:	Code Official (3519)
Closing Date:	When Filled
Salary:	\$87,936.35 - \$96,729.99
Job Type:	
Location:	 Naperville, Illinois
Department:	

Job Description:

The City of Naperville seeks a Code Official to conduct comprehensive architectural and construction plan review for all types of residential and commercial buildings and structures; ensure that submitted plans are in compliance with adopted building codes and ordinances; coordinate review comments with other reviewers; and convey review comments and information regarding code requirements to the general public, developers, contractors, architects, and engineers.

The hiring range for this position is \$87,936.35 - \$96,729.99 commensurate with credentials and experience. The Pay Grade for this position is E245. For additional information, [click here](#).

Responsibilities:

- Reviews architectural plans, structural plans, and specifications associated with residential and commercial building permits.
- Ensures compliance with adopted building, plumbing, mechanical, electrical, energy, and accessible (ADA) codes.
- Advises applicants of needed changes and suggests means of changing plans for compliance during plan review.
- Maintains accurate records of plan reviews and actions taken.
- Conducts field inspections of buildings and structures before, during, and after construction as needed.
- Communicates with and may attend meetings with property owners, developers, architects, engineers, and contractors to resolve permit issues through all permit phases.
- Assists the Chief Building Official in their duties as the staff liaison to the Building Review Board.
- Responds to building code and plan review inquiries and complaints as required.
- Assists the code enforcement team with building code complaints as required.
- Prepares reports, memorandums, letters, and other forms of correspondence.
- Creates and maintains handouts, drawings, and outlines explaining construction regulations.
- Recommends and drafts building and related code changes for all construction types found in the City of Naperville.
- Performs all other duties as assigned.

Qualifications:

Required:

- Bachelor's degree in Architecture or a related field.
- Three years of progressive responsibility and experience in preparing and/or reviewing construction plans and building specifications.
- Equivalent combinations of education and experience may be substituted.
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Preferred:

- ICC Commercial and Residential Plans Examiner certifications.
 - Or must obtain one within 18 months and the second within 36 months
- Additional ICC certifications: Electrical Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, and/or Accessibility Inspector.
- Expertise in structural, mechanical, or electrical disciplines.
- Experience working in BlueBeam or a similar plan review software.
- Experience working in Tyler EPL (EnerGov) or a similar permit processing software.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 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.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

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.

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.