



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

October 29, 2024

JOB POSTING:

BUILDING OFFICIAL (BUILDING COMMISSIONER)

PRESIDENT

Daniel Tannhauser

CLERK

Gabriela Krasinski

TRUSTEES

Donald Gelsomino

Bill Larson

Jack Bielak

Andrew Ronstadt

Debra J. Budnik

Frank Avino, Jr.

Under the direct supervision of the Village Administrator, the Building Official (Building Commissioner) directs and oversees the work performed by the Building Department, including Code Enforcement and Health Department. The Building Department is currently comprised of 2 full-time administrative positions and five part-time inspectors. Although work is primarily in-office, the Building Official (Building Commissioner) does go out into the field to conduct inspections, review sites and buildings and to speak to residents and contractors. The Building Department plays an important role in promoting property safety while creating a customer friendly environment that encourages both businesses and families to locate here. Office hours are generally Monday through Friday, 9:00 AM to 5:00 PM. The position is Exempt from FLSA.

Duties and Responsibilities:

- Direct and oversee the employees of the Building Department. This includes conducting annual and semi-annual performance reviews.
- Enforce or direct enforcement and assure compliance of all building codes and related municipal codes and county, state and federal laws.
- Regulate and control the design, construction, use, occupancy and maintenance of structures within the Village.
- Consult with and coordinate meeting activities with the Zoning Board of Appeals and the Advisory Review Committee/Plan Commission which includes working with the Village Attorney to satisfy legal notice requirements and related documents for zoning hearings.
- Assist in preparation of the annual budget for the Building Department and monitor expenditure of funds of the Building Department.
- Promote and ensure quality customer service.
- Investigate and respond to resident and contractor complaints.
- Review, inspect and approve all new residential construction projects and small commercial remodeling and have final approval on all third party plan review projects.
- Make recommendations for updating codes, ordinances, permitting process, etc.
- Train and supervise subordinate personnel.
- Handle citizen questions and complaints, as well as answer questions from residents, contractors, and others as it relates to the Building Department.
- Attend Village Board meetings, Zoning Board of Appeals Hearings, Advisory Review/Plan Commission Meetings. Typically, each Board meets once per month.
- Perform field inspections, as needed.

Incorporated 1948



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Qualifications & Requirements:

- Successful passing of required pre-employment exams.
- Valid driver's license.
- High School diploma or equivalent.
- Minimum of Associates Degree in building construction, architecture, engineering or related field.
- Minimum 4 years experience with Municipal Building Department operations.
- Minimum of 2 years experience with supervising 5 or more employees.
- Knowledge of Village, County, State and Federal laws and regulations.
- Ability to read Building Plans/Blueprints and Plats of Survey.
- Thorough knowledge of building construction, including a minimum of 4 years of experience in building plan review, inspections and permit processing, or related construction industry work, preferably with supervisory or management experience, or any equivalent combination of training and experience.
- Must have, or be able to learn within 6 months of employment, Norridge streets, zoning codes and the Zoning map.
- Knowledge of health and sanitation codes.
- Must be able to effectively communicate orally and in writing with employees, other supervisors and department heads, public officials, vendors, contractors and Village residents.
- Must be able to exercise sound judgement and make decisions.
- Strong commitment to excellent customer service.
- Must be a team player and highly collaborative.
- Ability to lead and direct employees in achieving assignments.
- Embrace, implement and use innovative technology.
- Must be proficient in Microsoft Word, Excel & Outlook.
- Must be able to use computer systems and software which the Village utilizes for operations.
- Subject to random drug and alcohol testing.
- Operate a Village vehicle.

Starting Annual Salary: \$75,000-\$85,000 +/- DOQ. The position includes excellent benefits: Illinois Municipal Retirement Fund Pension Plan; health, dental, vision, long-term disability and life insurance; vacation time; sick time; paid Holidays. The probationary period for all Village positions is 18 months.

In order to be considered for the first round of review, please remit your employment application by 5:00 PM on November 26, 2024. Applications will continue to be received and reviewed until the position is filled.

Applications may be mailed or hand delivered to:

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706