



Position Announcement Building Commissioner

Posting Date: August 10, 2022

CLOSING DATE:	September 2, 2022 at 5:00 p.m.
HIRING RANGE:	\$105,899.54 - \$124,039.09, D.O.Q., with a competitive benefit package
HOURS PER WEEK:	40 hours per week (Monday - Friday, 8am - 5pm <u>or</u> 7am - 4pm, with a 1-hour lunch)
RESIDENCY:	Not required.
BENEFITS:	The Village of Algonquin has a competitive benefit package which currently includes: generous paid time off, a flexible benefit Section 125 plan including health, dental, and life insurance as well as flexible spending accounts (health care and/or child care), a defined benefit pension plan through Illinois Municipal Retirement Fund , a deferred compensation 457(b) plan through Nationwide, and more.

The Village of Algonquin, home to approximately 29,700 residents, is nestled in the Fox River Valley in both Kane and McHenry counties and is conveniently located 45 miles from the Chicago Loop. The community provides residents and businesses an exceptional quality of life with recreational amenities, educational opportunities, and a mixture of numerous restaurants and shopping malls, which offer a variety of leisure time activities. In addition to providing a friendly and safe community, Algonquin believes in providing residents leisure opportunities involving the great outdoors. In total, there are 21 parks conveniently located throughout the Village to ensure adequate access to parks. Of special distinction, the Village continues to receive recognition for providing premier parks and trails for its residents as it has been named a "Tree City USA" for 25 consecutive years by the Arbor Day Foundation and has received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 18th consecutive year for meeting the highest principles of governmental budgeting.

The Village employs approximately 185 employees in four major service areas: General Services Administration, Community Development, Police, and Public Works. Each of these departments is further delineated into specific divisions that provide public services.

The Top Five Reasons Why You Should Choose a Career with the Village of Algonquin

1. **Health Insurance and Retirement Benefits:** A big plus to working for a municipality is a defined benefit retirement (pension) plan. Under IMRF you are vested in the pension after 10 years and don't have to work a 20-year career, but once you are eligible for retirement, there are some pretty significant sweeteners to any private retirement plan you may have. Retired workers receive this benefit for life and may have the option to receive a lower benefit and allow for their spouse to receive the benefit for life if the spouse were to outlive the retiree.
2. **You Learn How Stuff Really Works:** So much goes on behind the scenes in local government. When you work for your government you get a front row seat to understanding how the public works crew can plow miles and miles of roads when the snow starts to fall and get it all completed within a few hours to keep everyone safe. When your friends and family need information about permits, licenses, or ordinances, you'll have first-hand knowledge about where to direct them to get the answers they need. You'll know how the various departments are interconnected and how to navigate them.
3. **Work-Life Balance:** This is a key perk, especially for working parents or those with elderly parents who need care. The ability to succeed at work and be available for family needs is important to many, and in municipal work, with the exception of emergency personnel and such, employees tend to be able to have a good work-life balance.
4. **Serving the Public / You Get to See the Results of Your Work:** The parks in your community, the roads you drive on, the emergency personnel who keep you safe, they all have one thing in common: local government. It does not matter what position you hold, you contribute to the success of the community. When you work for an organization that helps the community you live in, you have a sense of pride (and responsibility) for the work you do.
5. **Job Security:** Unlike the private sector, public sector employees are less subject to the ups and downs of the marketplace when it comes to layoffs and employee cutbacks.

The Bottom Line

There are a variety of reasons to work for the Village of Algonquin. Whether you are looking long-term with a pension and job security or short-term with paid time off and a sense of joy helping others, working for the Village of Algonquin may be just what you're looking for.

**Due to an upcoming retirement with over 25 years of dedicated service,
the Village of Algonquin is seeking applicants for the position of:
Building Commissioner**

The Village of Algonquin is seeking an analytical, creative, and team-oriented individual to join our Community Development Department as Building Commissioner. The Building Commissioner formulates, directs, administers, and enforces Village codes and ordinances with regard to land use, development review, building, and code enforcement; provides technical expertise to Village staff and regulatory commissions; and provides excellent customer service to the general public and contractors.

JOB SUMMARY: The Building Commissioner is primarily responsible for reviewing residential and commercial building plans for conformance with Village ordinances and technical construction requirements. He or she confers with contractors to ensure conformity with regulations and plans, advises the public on matters related to building regulations, and checks the quality of materials and methods of construction. The Building Commissioner issues temporary and final certificates of occupancy, oversees code enforcement activities by field personnel, and may also inspect projects during the course of construction, alteration, or repair when necessary. The Building Commissioner performs the functions of the Code Official as defined by the ICC while serving as the Village's Building Official.

REQUIREMENTS:

Minimum Education/Experience: Minimum requirements include an associate's degree (A.A.) or technical certification in a related field from a college or trade/technical school, or equivalent; and at least three (3) years of progressive experience in related architectural, building, and construction fields. For those not certified as an ICC Building Inspector or Plans Examiner, becoming a Certified Building Official (CBO) within twenty-four (24) months of hire is required. Experience, knowledge, and other areas of study will be considered.

Preferred Education/Experience: The preferred candidate will have a Bachelor's Degree in building, construction, engineering, code enforcement, architecture, or a related field from an accredited college or university, will possess ICC Building Inspector and Plans Examiner Certifications, Certified Building Official, and electrical license/inspection certification, and will have five or more years of experience reviewing building plans for code compliance.

Skills: This role requires a high energy, approachable, tech-savvy and detail-oriented individual with excellent verbal and written communication skills, as well as proficiency in the use of Microsoft Office and Outlook, and digital plan review software such as Blue Beam. Please note, the Village currently uses Tyler MUNIS software to process all permit applications; experience using MUNIS is highly desirable but not required.

The preferred candidate will also have experience working with GIS and AutoCAD, and a foundational knowledge of local government policies, services, and contracts, and basic urban planning principals.

TO APPLY:

Interested candidates are required to complete both pages of our [employment application](#) in its entirety and submit it along with a resume via email to HR@algonquin.org. Mailed or dropped off applications and resumes **will not** be accepted.

The Village of Algonquin is an equal opportunity employer.