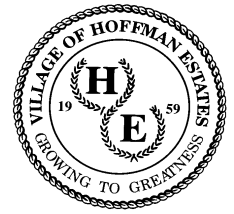


EMPLOYMENT OPPORTUNITY

VILLAGE OF HOFFMAN ESTATES



BUILDING OFFICIAL

The Village of Hoffman Estates is seeking talented and motivated applicants for the position of **Building Official**. Primary responsibilities involve performing building plan reviews, managing the building permit process, coordinating building inspections and supervising staff.

Highly qualified candidates will possess the following **key competencies**:

- Considerable knowledge of building construction methods and materials; considerable knowledge of state, local, and ICC Building Codes.
- Ability to provide excellent customer service and establish effective working relationships with contractors, developers, architects, engineers, inspectors, Village employees and the general public.
- Ability to multi-task and handle a large volume of plan reviews in a timely manner.
- Ability to supervise, mentor and educate direct report staff.

REQUIREMENTS

International Code Council (ICC) combination Plans Examiner, Certified Building Official (CBO) certification required or ability to obtain certification within 24 months of hire. Other preferred certifications: Commercial Plans Examiner, Residential Plans Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, etc.

Valid State of Illinois Class "D" Driver's License.

Minimum of 5 years of experience in reading, interpreting and/or designing drawings and plans.

1 – 3 years supervisory experience preferred. Depending on previous supervisory experience, this role may expand to include management of building inspection staff.

Two or more years of college coursework in architecture, architectural engineering, constructions management, or closely related field.

HOURS/SCHEDULE

40 hours per week, Monday – Friday between 8:00a.m. – 5:00p.m.

COMPENSATION

Salary range of \$94,133 - \$133,668

Starting salary DOQ.

Competitive benefit package which includes: health, dental, vision, and life insurance, medical and dependent care flexible spending accounts, a retirement pension plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

ABOUT THE COMMUNITY

The Village of Hoffman Estates, Illinois, founded in 1959, is located in suburban Cook County, approximately 30 miles from the City of Chicago. With a population of over 50,000, Hoffman Estates is a full-service community. The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services. Hoffman Estates' strategic location along the Golden Corridor of Interstate 90 provides excellent access to all major attractions within the Chicagoland region and the Midwest. Over 26,000 people are employed by the more than 800 businesses operating in Hoffman Estates. Recently ranked one of the best places to live in Illinois, the Village of Hoffman Estates offers high-quality schools, parks, entertainment and recreational opportunities, as well as a variety of housing options.

**FOR MORE INFORMATION AND TO APPLY:
VISIT THE VILLAGE'S CAREER PORTAL:**

www.hoffmanestates.org/employment

Please submit a resume, cover letter and information regarding certifications held with completed employment application.

**APPLICATION DEADLINE: OPEN UNTIL FILLED
APPLICATIONS WILL BE REVIEWED AS THEY ARE RECEIVED**