



## VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

### DIRECTOR OF BUILDING AND CODE ENFORCEMENT

*EFFECTIVE DATE:* November 1, 2019

<b>DEPARTMENT:</b> Development Services/ Code Enforcement Division	<b>WORK LOCATION:</b> Village Hall	<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b> 8200	<b>RANGE:</b> 24	<b>PENSION:</b> IMRF
		<b>UNION:</b> NU
<b>REPORTS TO:</b> Director of Development Services	<b>LEVEL OF SUPERVISION RECEIVED:</b> Administrative Direction	<b>LICENSE/CERTIFICATES:</b> Valid Class D IL Driver's License

**SUMMARY:**

The Director of Building and Code Enforcement prepares the annual budget, develops reports, provides leadership and supervises all staff and programs of the Code Enforcement Division, such as building permit review & inspection programs, property maintenance & rental programs, environmental health program, customer relations, and related work. As Division Director, this position ensures consistent and timely implementation of all Division programs and is a primary resource for guiding staff toward resolution of complex situations that arise. Responds to and interacts with residents, contractors, management staff, department employees, elected officials, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Provides leadership and directs Division employees either directly or through subordinates, implements Division procedures, assigns work tasks to team members, and monitors progress for completion. Evaluates work performance of immediate staff and oversees evaluation of all subordinate inspection and administrative support staff.	Daily 30%

2.	Organizes and coordinates operations of the Code Enforcement Division. Serves as a resource and provides guidance for Division employees regarding all facets of work.	Daily 30%
3.	Facilitates a team approach among all Division employees by fostering regular and effective communication between Division supervisors, the Building Official, and the Health Official.	Daily 10%
4.	Monitors work productivity, effectiveness of procedures and processes, responsiveness and accuracy of work performed in the Division. Develops strategies to assure maximum efficiency and implements changes in procedures and processes when appropriate.	Weekly 20%
5.	Provides clear and concise summaries and informational communications to upper management and/or legal staff, as needed. Coordinates and facilitates discussion with management and legal staff on complex matters. Communicates professionally with business leaders, elected officials, residents, and others, when necessary	Weekly 10%
6.	Oversees staff responses to complaints, questions and inquiries from residents, businesses, contractors, and others regarding code violations, construction projects or project status, code requirements, etc. Participates in these communications as needed for complex situations when communications need to be elevated to a supervisor.	Daily 10%
7.	Works closely to coordinates and communicates with the Finance Department on the Code Enforcement related activities (permit processing and other work) performed by the Customer Service Representatives at the front counter.	Weekly 5%
8.	Coordinates permit review and inspection procedures with Fire Department as appropriate.	Weekly 5%
9.	Develops the annual Division budget; monitors purchasing and expenditures; prepares monthly Division Reports; and prepares annual and other reports.	Weekly 10%
10.	Oversees and participates in changes to municipal ordinances, Division procedures, efficiency improvements in support of Village goals and objectives.	Weekly 5%
11.	Oversees and participates with hiring and training of new employees. Documents performance and takes disciplinary actions as needed. Facilitates training and mentoring for Division staff.	Monthly 10%
12.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Occasionally and as needed performs site visits, attends meetings, accompanies inspectors, and related duties in order to provide oversight and support of Division operations.
2.	Represents Division at Village Board, Committee and staff meetings, Coffee With the Board, when appropriate.
3.	Serves as a member of various employee committees.
4.	Monitors compliance with the Personnel Policy Manual and the Code Enforcement Division's operational procedures. Sets departmental goals and objectives in collaboration with team leaders; facilitates and monitors their achievement.
5.	Follows Village-wide and departmental safety rules and practices
6.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

Provides direct supervision to the *Building Official, Property Maintenance/Rental Program Supervisor, Chief Building Inspector and Health & Housing Official.*

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

***Public Administration, Planning, Building, Code Enforcement or a related field***

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

***Community Development, Code Enforcement, Planning, Municipal Gov. (8+ yrs. exp. preferred)***

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

***4+ years exp. preferred***

***2 years***

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

***Microsoft Office, Outlook, General knowledge of computerized building permit processing software***

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is:
- A Plus
  - Preferred
  - Required
- Required Language :

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

**PROFICIENCY IN:**

Operating a personal computer in a network environment.

Working efficiently under pressure and/or with frequent interruptions.

Quickly switching from one task to another.

Operating the listed tools and equipment.

Personal computer; keyboard; architectural and engineering scales; tape measure; carbon monoxide detector; hard-hat; clipboard; code books; ordinances; telephone; Village vehicle; cell phone; copy/scanning machine and writing utensils

**WORKING KNOWLEDGE OF:**

Village of Hoffman Estates' Municipal Code and ordinances.

Management practices and procedures.

Leadership and motivational principles.

Construction engineering and architectural techniques, procedures and applications (desired).

Problem solving and customer service skills.

**ABILITY TO:**

Work together with other Division Directors and Department Directors in a team approach.

Oversee daily operations of the Division and supervise, develop, train, motivate and evaluate the performance of employees in a participative environment; must have excellent inter personal and time management skills.

Coordinate with others with an interest in a particular issue to assure that a broad range of perspectives are considered.

Take a flexible, creative approach to problem solving.

Basic understanding of architectural and construction drawings and plans, ability to read and interpret codes.

Prioritize, plan and schedule work.

Develop and communicate performance standards to employees.

Quickly comprehend and analyze problematic situations and defuse/resolve issues timely and appropriately.

Quantify, evaluate and draw conclusions from extensive data.

Communicate effectively verbally and in writing.

Respond to and interact with residents, employees and others within and outside the organization in a courteous, professional and effective manner.

Establish successful working relationships with other employees, supervisors and other departments.

Read, write, speak, and comprehend the English language.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<b>X</b>	_____
Walks	_____	_____	<b>X</b>	_____
Sits	_____	_____	_____	<b>X</b>
Uses fingers in a repetitive motion	_____	<b>X</b>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	<b>X</b>	_____	_____
Reaches with hands and arms above shoulder	_____	<b>X</b>	_____	_____
Climbs or balances	_____	<b>X</b>	_____	_____
Twists or turns	_____	<b>X</b>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<b>X</b>	_____	_____
Pulls, pushes, or carries	_____	_____	<b>X</b>	_____
Talks or hears	_____	_____	<b>X</b>	_____
Tastes or smells	<b>X</b>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<b>X</b>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<b>X</b>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<b>X</b>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<b>X</b>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<b>X</b>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

\_\_\_ Absence of color blindness

\_\_\_ Corrected vision of...

\_\_\_ Uncorrected vision of...

<b>Enter specific vision requirement here</b>
<b>Enter specific vision requirement here</b>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

**(mark all 15 conditions)**

<b><u>Environmental Conditions</u></b>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	___	___	___	<b>X</b>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	___	<b>X</b>	___	___
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<b>X</b>	___	___	___
Works near moving mechanical parts	<b>X</b>	___	___	___
Works in high precarious places, underground, or confined spaces	<b>X</b>	___	___	___
Flying debris or airborne particles	<b>X</b>	___	___	___
Fire, smoke, fumes, gases, or noxious odors	<b>X</b>	___	___	___
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<b>X</b>	___	___	___
Risk of electrical shock	<b>X</b>	___	___	___
Works with explosives or risk of radiation	<b>X</b>	___	___	___
Vibration	<b>X</b>	___	___	___
Extreme illumination	<b>X</b>	___	___	___
Low noise level (Normal voice tones)	___	___	___	<b>X</b>
Moderate noise level (Raised voice levels)	___	<b>X</b>	___	___
High noise level (Shouting/ear protection may be needed)	<b>X</b>	___	___	___



The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
Department Director

Reviewed Approval:

  
Human Resources Management Director

Approved:

  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_