



Position:
Department/Division/Branch:
FLSA Status:
Updated:
Operational/Clerical/Administrative:
Supervisory/Non-Supervisory:
Revised:
Approved:

Building Division Supervisor
Community Development
Exempt
5/27/2025
Administrative
Supervisory
9/27/2013, 11/5/2019, 10/18/2022, 5/27/2025



Director of Human Resources/Risk Management

NATURE OF WORK

Under general supervision, this person assists the Director of Community Development with supervising all building permit and code enforcement activities within the Village. This person ensures all building and structures (under construction or renovation) are built in compliance with the established codes and ordinances of the Village. This person is also responsible for the oversight and administration of building and inspection activities, including enforcement, updating, and oversight of building codes; plan reviews; building and sign permits; inspections; property maintenance; records management; and customer service.

This person administers all Code Enforcement Activities, including attending Administrative Adjudication and Circuit Court Hearings. The Supervisor also oversees the Transfer-of-Property Inspection Program, the Industrial Property Maintenance Inspection Program and the Residential Rental Inspection Program to determine compliance with all Village Codes and Ordinances. This person evaluates subordinate Inspectors and the Special Projects Coordinator for various tasks and functions as outlined in their job description. Work is of average difficulty and is reviewed for progress and conformance to established procedures by the Director of Community Development and/or his/her designee.

ILLUSTRATIVE EXAMPLES OF WORK

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for the leadership, management, and supervision of Building and Code Enforcement personnel.
- Reviews, approves or disapproves personal, vacation and/or sick leave for employees in their work unit, initiates disciplinary action against employees when necessary; supervises and evaluates the work of subordinate employees. Participates in the interviewing, hiring and training of new staff. Ensures that proper documentation of subordinate employee performance and behavior is conducted. Handles citizen complaints and takes the appropriate, corrective action.
- Supervises, cross-trains and assigns department personnel to perform plan reviews for all phases of building construction, including the review of specifications, cutsheets, project manuals and other technical documentation necessary to ensure conformance to established building codes; calculates permit fees and approves and issues permits; notifies proper officials in writing, as well as, the applicant when deficiencies are discovered and coordinates the submittal of revised plans. May perform plan reviews to assist staff in maintaining workload. Investigates complaints related to violations of building, zoning and other ordinances if necessary; coordinates review of plans and other documents with other divisions of the Community Development Department, code consultants, fire districts, various State of Illinois agencies and the DuPage County Health Department, when applicable.
- Receives and investigates the general public's complaints regarding division services. Institutes corrective measures, including legal action as feasible, and communicates with the general public regarding complaint disposition. Provides said service to customers in a timely, professional and courteous manner.

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- Supervises, trains and assigns department personnel to inspect all phases of building construction, including the use of materials and equipment to ensure compliance with established building codes; notifies proper officials when code violations are discovered and schedules re-inspections accordingly. May perform inspections to assist staff in maintaining workload.
- Assigns personnel to perform annual and special inspections of existing buildings to determine if code violations have been rectified to conform to codes; re-inspect industrial buildings; inspect business locations for zoning and code compliance; and investigate citizen complaints.
- Prepares required ordinances, codes, permits, permit fees, and form updates and/or revisions as directed; attends Development Review Committee meetings and Commercial and Industrial Committee meetings.
- Meets with homeowners, contractors, developers, architects, engineers, planners and others to answer questions about code-related situations and assists in the preparation of building permits; coordinates with outside consultants for the review of building plans when necessary.
- Represents Village at professional association meetings; may represent department at Village Board, Commission and staff meetings.
- May be called upon to intervene when a resident or customer has a question or concern that is not answered to their satisfaction, and a supervisor is requested.
- May assign duties to subordinate employees; prepare work schedules, observe work routines to ensure that they are performed in accordance with established procedures and time schedules; may determine training needs and schedules and make requisitions for various materials, and supplies.
- In consultation with the Director, develops and recommends processes and procedures for departmental tasks; advises and instructs technical and clerical personnel on changes in procedures affecting operations under their control; confers with all departments for information required, answer questions and inquiries on the development and implementation of new and revised procedures.
- Must maintain strict confidentiality of information and documents, especially those dealing with personnel and other matters shared with the Supervisor by the Director. Sharing personal or confidential information with other employees, who should not have access to this information, is prohibited.
- Changes or Issues addresses for development.
- Assists with the preparation and implementation of the Departmental budget.
- Responsible for supporting Village plans, including the Strategic Plan.
- Performs duties in strict accordance with the Department/division SOP/safety manual and is expected to report any hazards and observed infractions immediately to the Department Head, assisting in resolution; may serve on departmental safety committee; makes certain that staff in the division are also performing duties in accordance with all Department/division SOP/safety manual

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regulations and policies.

- Must wear all required safety equipment (i.e., gloves, ear plugs, etc.) for the duty at hand according to department, equipment and regulatory specifications; report near miss accidents; comply with proper P.P.E. usage and follow required JSA's; attend all required Village and department training; perform vehicle and work area evaluations according to department specifications and as required on a daily basis; initiate training topics or issues as needed.
- Performs other various projects assigned by the Director of Community Development.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Data/Information Utilization Skills Required:

Requires the ability to perform mid-level data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Requires extensive knowledge of the pertinent laws, statutes, ordinances and codes affecting the operation of the Building Division; knowledge of existing and new construction materials, their properties and processes; extensive knowledge of municipal codes related to building construction, zoning ordinances, heating, air conditioning, fire-protection, plumbing and electrical systems; ability to interpret construction plans, blueprints, and specification sheets; and possess working knowledge of modern construction practices, methods, materials, and equipment and have an ability to enforce regulations, codes, and ordinances with firmness, tact, and impartiality.

Human/Personal Interactive/Verbal Skills Required:

Requires the ability to provide first-line supervision which includes, but is not limited to: the ability to persuade, evaluate, discipline, convince, and train others; advise and provide interpretation regarding the fair and equitable application of policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with other supervisors and all department personnel, other Village departments, customers, residents, vendors and the public (telephone, written and direct communications skills required).

Requires the ability to utilize a wide variety of reference and descriptive data and information such as policies, procedures, reports, records, correspondence, forms, requisitions, vouchers, notifications, permits, invoices, and general operating manuals.

Ability to maintain strict confidentiality of information and documents.

Ability to establish and maintain satisfactory working relationships with supervisors, co-workers, (including

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employees from other departments), people from outside agencies and the general public.

Equipment, Machinery, Tools and Materials Utilization Skills Required:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Possess a working knowledge of office equipment and data processing equipment (i.e., computer software programs such as those in a Microsoft Office environment).

Ability to safely and properly operate trucks, tools, and equipment necessary to perform said duties in strict accordance with the Department/division SOP/safety manual; may serve on departmental safety committee; also ensures that all subordinate staff perform duties in accordance with Department/division SOP/safety manual.

Must wear all required safety equipment (i.e., gloves, ear plugs, etc.) for the duty at hand according to department, equipment and regulatory specifications; report near miss accidents; comply with proper P.P.E. usage and follow required JSA's; attend all required Village and department training; perform vehicle and work-area evaluations (CDL Inspections) according to department specifications and as required on a daily basis; initiate training topics or issues as needed.

Mathematical Skills Required:

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Functional Reasoning Required:

Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form.

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning Required:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

ADA COMPLIANCE

Physical Skills and Abilities Required:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle keyboards and paper, rolled or unrolled, and blue-prints; climb up or down a ladder, hill, stairs and uneven terrain; occasionally stoop, kneel or crouch at ground level, talk or hear on the phone or in person. The employee must be able to lift, push, pull and/or move equipment up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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The employee must be available and present for work as scheduled; be available for call-out 24 hours a day, 7 days a week; and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

Work Environment Factors:

Ability to work under conditions that occasionally require exposure to environmental factors such as temperature and noise extremes, odors, toxic agents, wetness, electrical currents, moving parts, fumes. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually moderate, but occasionally loud.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Essential Physical and Sensory Job Elements:

The following is a close approximation of the average frequency in hours the employee with this job title performs each of the following physical and sensory elements below. This frequency may vary to some degree day-to-day depending on the job being performed.

FREQUENCY OF OCCURRENCE

1. Manual Dexterity:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

2. Climbing:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

3. Crawling:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

4. Kneeling:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

5. Lifting:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

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6. Running:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

7. Sitting:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

8. Standing:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

9. Stooping:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

10. Walking:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

11. Carrying:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

12. Driving:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Visiting work sites during various phases of construction.

13. Listening:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: To interpret questions/comments/problems from staff, public, builders and Board members.

14. Visual Acuity:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

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15. Verbal Communication:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Relate codes/regulations to staff, residents, developers and contractors.

16. Other:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

Equal Employment Opportunity:

The Village of Addison, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

Possess a bachelor's degree with an emphasis in business or public administration, architecture, engineering and/or construction management preferred; experience may be used to substitute required education at the discretion of the Village Manager. Possess a minimum of three (3) I.C.C certifications, and five (5) years of progressively responsible professional experience in a municipal building department. Certified Building Official or Master Code Professional preferred. Years of experience requirement may be waived at the discretion of the Village of Addison for experience in specific areas determined to be beneficial to the position. Possess a valid Class 'D' Illinois Driver's License free from incidence that may result in suspension or revocation. Possess satisfactory, working knowledge of Microsoft Office Software required, and knowledge of CityView software desired.

JOB SAFETY

In every work environment there are hazards present, which may result in an accident or injury. The Village of Addison strives to reduce this accident potential through safety and loss control programs. It is each employee's responsibility to comply with and adhere to departmental and Village safety procedures and training. Further, employees are encouraged to actively identify potential risks and hazards to avoid accidents and injuries. These potential risks and hazards should be identified to an employee's supervisor and the departmental safety committee so that proper and adequate loss control measures can be put into effect.

All accidents resulting in injuries to employees or damage to public or private property, no matter how significant, must be reported promptly to the employee's supervisor. In no case should this report be submitted later than the end of the current shift during which the incident occurred.

[These essential tasks may change from time to time to meet the ever-changing responsibilities of the department. While the changes are often subtle, they do become a part of a position's required responsibilities. Due to this evolution, periodic updates may be made to this job description, including an updated list of essential job requirements]

