

VILLAGE OF MORTON GROVE, ILLINOIS RECRUITMENT PROFILE



MANAGER OF BUILDING AND INSPECTIONAL SERVICES

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Manager of Building and Inspectional Services (BIS) for the Village of Morton Grove.

About the Community

Morton Grove, Illinois (pop. 23,270) is a progressive, family-oriented community located 15 miles northwest of downtown Chicago in Cook County. Morton Grove's unique location (between I-94 and I-294), combined with its dedication to delivering the highest level of services to its residents, excellent schools, and abundance of park and forest preserve land make it an ideal community in which to live and work. Nearly 20% of the land in Morton Grove is owned by the Cook County Forest Preserve and is dedicated to open space and recreation.



Although primarily residential in nature, Morton Grove's 5.2 square miles includes a healthy commercial and industrial base as well. The community is bordered by the Villages of Glenview and Golf on the north, Skokie on the east, and Niles on the south and west. The community's location greatly enhances its economic development opportunities. Interstate 94 (Edens Expressway) is located on the eastern edge of Morton Grove and Interstate 294 is located three miles west of Morton Grove with O'Hare International Airport just 8 miles southwest of the Village.

Although primarily residential, the Village has significant commercial and industrial areas. More than 600 businesses are located in the Village. The Village government is dedicated to continued economic development in the community. The Community is the home of award-winning parks and schools and was named by Bloomberg Businessweek as a "Best Place in the U.S. to Raise Kids"

Building and Inspectional Services Department

The Village is governed by a Village President and six Village Trustees, who are elected to four-year terms. A Village Administrator is appointed by the Village Board and is responsible for assuring the efficient and effective management of day to day Village operations. The Manager of Inspectional Services is appointed by and reports to the Village Administrator.

The Department of Building and Inspectional Services assures property and structures are developed and maintained to the standards of Village building, zoning, health, and property maintenance ordinances. The department also coordinates the maintenance and repairs of Village owned properties. The Department is comprised of one full-time Plumbing/Code Enforcement Inspector, two part-time Property Standard Inspectors, and two full-time office support positions. Building, electrical and mechanical inspections as well as plan review for larger-scale commercial projects are outsourced to SAFEbuilt. Health inspections services are handled through an intergovernmental agreement with neighboring Glenview.

Position Duties and Requirements

Key position responsibilities include completing and/or coordinating the review of building plans to ensure compliance with the adopted codes and regulations, overseeing the inspection of building construction and code enforcement activities, supervising departmental employees and contractors, and implementing the Village's housing and property maintenance program. Position requires attendance at and support of the appearance commission, plan commission, zoning board of appeals and Village Board Meetings, as needed.



Qualified individuals will possess relevant ICC certifications such as Building Plans Examiner and Residential/Commercial Inspector. An Associate Degree in a relevant technical area (such as architecture, engineering or construction management) is required. Top tier candidates will have some municipal experience, a minimum of 2 years supervisory experience, and a solid understanding of building, electrical and mechanical systems. In addition, the next Manager of Building and Inspectional services will possess pragmatic analytical and decision making skills and be able to provide examples of past application of these skills related to code enforcement. Candidates with equivalent training and work experience are encouraged to apply.

Compensation and Benefits

The salary range is \$90,000 - \$96,000. DOQ. A comprehensive benefit package includes health insurance including medical, dental, and vision coverage (also available to dependents), life insurance and participation in a pension program. The Village also offers paid vacation, holidays, personal days and sick time.

Application Process

Candidates should apply with a resume, cover letter, and contact information for three professional references online at: <http://www.govhrusa.com/current-positions/recruitment> First review of candidates will occur on August 4, 2017. For Questions Contact:

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