GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Director of Building and Life Safety for the Village of Arlington Heights, Illinois

About the Community

Arlington Heights, IL has a population of 75,100, and is a thriving, established community that has successfully blended its rich history with progressive development. Located 25 miles northwest of downtown Chicago, Arlington Heights is home to the Arlington Park Racetrack and has an energetic downtown where residents gather nightly to dine in a wide variety of restaurants and enjoy a number of cultural amenities. A family-oriented community, residents enjoy high quality municipal services, beautiful parks and open spaces, a variety of recreational options and commercial areas that provide numerous retail opportunities. The Building and Life Safety Director is appointed by the Village Manager and is responsible for planning and directing the functions and operations of the Building and Life Safety Department, including inspections of Village buildings and other structures for structural safety and ordinance compliance. The Building and Life Safety Department has a staff of 18 and an annual budget of $2,790,000. Candidates should have considerable knowledge of national, state, and local building, fire, electrical and plumbing codes and ordinances and the methods and materials used in all aspects of construction. Considerable knowledge of budget preparation and administration, personnel policies and practices, staff supervision, evaluation and development are highly desirable. Well-developed communication skills and the proven ability to exhibit a collaborative, welcoming approach with elected officials, residents, the business community, and employees is necessary. The position requires a Bachelor's degree in a related field and ten years related building experience including three years supervisory experience, or an equivalent combination of education and experience that would demonstrate the skills and ability to perform the work. Licensure through ICC/IBC is strongly preferred.

Salary range $125,000 - $140,000 DOQ with excellent benefits. Residency is not required. Send résumé, cover letter, and contact information for five professional references by August 14, 2020 to Sarah McKee, Senior Vice President,GovHRUSA. TEL: 224/282-8310; Email: smckee@govhrusa.com. All applications must be electronic through our online application system at www.GovHRJobs.com.
About Arlington Building and Life Safety Department

The following is a description of the Building and Life Safety Department and the challenges and opportunities the new Director will be presented with upon commencing employment with Arlington Heights.

**Department Description**

Building and Life Safety consists of three operational divisions: Building, Permits, and Fire Safety. The department regulates, building and building control systems including electrical, plumbing, mechanical, heating/ventilation and energy control systems; fire protection systems and fire safety provisions; and the provisions for property/premises maintenance and upkeep. The department uses its administration, reviews, and enforcement of regulations on permits, inspections, and licensing for regulating construction, safe occupancy and use of all buildings/structures and premises. The department interfaces with the Building Code Review Board on modifications to technical provision of codes. The Department successfully adopted all new codes earlier this year including the 2018 International Residential Code.

Permits, inspections and licensing activities are the core services common to all divisions within the department. The Department conducts approximately 15,000 inspections annually across all disciplines. The Director’s office provides administration, support and oversight for the core services and their daily operations.

**Challenges and Opportunities**

The Village strives to provide a top quality and ever improving customer service experience to its residents, business owners, and other applicants. The Building & Life Safety Department must continue to strike a balance between maintenance of high community standards and a friendly and informative application process. Enhancing and strengthening internal communication and cooperation to enhance customer service is a key priority. As part of this effort, the new Director is expected to solicit ongoing feedback on our review process from internal and external stakeholders on what works well and what doesn’t and to be accessible to the public, employees, and representatives of other departments. The Director should understand how to use the Village website and other tools to communicate community standards and future improvements.

The Village is in the process of selection and implementation of a new Enterprise Resource Planning (ERP) system. This integration of technology into all business processes will allow the department to increase efficiencies and optimize workflows. This effort is part of an overall effort to streamline processes using new technology. Other technologies such as new permitting software will be available. The new Director should have the ability to continually monitor these existing technologies for process improvements.

While the Village’s Fire Inspection program is civilian controlled, the Director is expected to work closely with the Fire Department on the development and maintenance of standards that support the achievement of mutual goals and practices.

*The Village of Arlington Heights is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.*