BUILDING DIRECTOR

FRANKLIN PARK, ILLINOIS
COMMUNITY BACKGROUND

Franklin Park has more than met the expectations of Lesser Franklin, who settled in the area in the 1890s. He envisioned an industrial center that would blend with residential neighborhoods. A century later, Franklin Park boasted over 1,200 industries and related businesses covering 60 percent of the community.

Before American and European settlers first started arriving, the Des Plaines River area was a meeting point for many Native American tribes of the Northwest. In 1816 Alexander Robinson and Claude La Framboise helped negotiate the Treaty of St. Louis, establishing the Indian Boundary Line that runs through the area that is now Franklin Park and River Grove.

German farmers settled in the 1840s and 1850s, fleeing military conscription. The families of Kirchhoff, Martens and Schierhorn farmed this area. By the mid-1870s, the Atlantic & Pacific Railroad (Milwaukee Road tracks of the Chicago, Milwaukee, St. Paul & Pacific Railroad) laid tracks and built a station on Elm Street. The Minneapolis, St. Paul, & Sault Ste Marie (Soo Line) and the Indiana Harbor Belt Railroad followed.

In the early 1890s Franklin, a real-estate broker, purchased four farms totaling 600 acres. At the railroads’ intersection, he built the center of the community. He named the town Franklin Park and enticed prospective buyers with parades along LaSalle Street in Chicago. He offered free Sunday train rides to the property.

The community was incorporated on August 4, 1892. Before the turn of the century, the first industry was founded. Lesser Franklin donated land for an iron foundry in 1900 and offered another parcel to the Siegel, Cooper Company to build a factory in 1905. Records from the 1923 foundry and school rosters listed the majority of workers and residents as Polish, Italian, and Slavic immigrants. World War II and a national preparedness program brought Douglas Aircraft and Buick Motors into the area. By 1948, 40 manufacturing firms called Franklin Park home. During the next decade 155 new companies were added.

Between 1940 and 1960, Village government promoted industrial development with zoning laws favoring their growth and the population of Franklin Park grew. The Village remained in search of land for industrial expansion. In 1990 Franklin Park annexed 65 acres and was the fourth largest industrial area in Illinois. Most residents were blue-collar workers employed by the complex of industries. Good location and easy access to O'Hare Airport cargo terminals, railroad freight terminals, major expressways for routing, and spur tracks accessing the rear of buildings have made Franklin Park a desirable place for industry.

Transportation and Industry

Being only 15 miles from Chicago and adjacent to O’Hare International Airport it is the Center of Chicagoland. It is home to more than 29 million square feet of industrial space; Franklin Park is one of the largest manufacturing centers in Illinois. The village is a full-service community with a strong and diverse residential base.

Franklin Park has three Metra stations: Belmont Avenue on Metra’s North Central Service, which provides daily rail service between Antioch, Illinois and Chicago, Illinois (at Union Station); Franklin Park and Mannheim on the Milwaukee District/West Line which connects Chicago to Elgin, Illinois.

Franklin Park is home to Sloan Valve, a leading manufacturer of plumbing valves in fixtures across the world; Hill Mechanical, a Chicago-based organization engaged in construction and maintenance of building systems; Nestle USA, a major manufacturer of candy and confectionary products; Digital Realty, a global leader of data center solutions; Life Fitness, one of the world’s leading manufacturers of fitness equipment for home and commercial gym use; Vital Proteins, a manufacturer of sustainably-sourced collagen peptide nutritional products; and DB Schenker, the world’s leading global logistics provider.

Parks and Schools

The Park District of Franklin Park was founded by concerned citizens in July 1964. The District serves approximately 15,158 residents residing north of Grand Avenue in Franklin Park, offers more than 250 programs each year, and operates seventeen parks totaling 24.14 acres and four facilities. Facilities include a year-round indoor ice arena and a smaller practice arena, North Park Banquets and Sports Arena, the Community Center, and the Pool on Pacific, an outdoor aquatic facility featuring an Olympic-size swimming pool, a zero depth area with spray features, a drop slide, two tube slides, a basketball net and diving area.

See the web site at www.villageoffranklinpark.com for more information about Franklin Park.
**VILLAGE GOVERNMENT**

The Village Board of Trustees is comprised of the Mayor and six Trustees who are elected at large for four-year terms. The Village Board meets formally on the first and third Mondays of each month. The Village of Franklin Park has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. The Village has a FY 2020 General Fund operating budget of approximately $28.9 million and a Total Budget of over $62 million. The Village is on a May 1- April 30 fiscal year. The Village has 150 full-time employees and 40 part-time employees. The Building Director is appointed by the Mayor with the consent of the Village Board of Trustees.

**Building Department**

The Director works under the general supervision of the Mayor. The Director is responsible for the administration of the department staff. The Director will be the Village’s Chief Building Official and Chief Building Inspector as stated within the codes of the Village. Having a 2020 budget of $814,000, the Director will lead a staff of 9 employees, including 4 dedicated full-time inspectors. The Building Director shall ensure compliance of structures in the Village, compliance with building, mechanical, electrical, sign and zoning codes and ordinances.

**Challenges/Opportunities for Building Director**

The next Building Director for the Village of Franklin Park can expect to be involved in handling the following:

- The Village has a continued investment in the community with $45+ million in infrastructure improvements scheduled.
- The next Director will also act as the Sustainable Practice Manager for the Village and will continue to sustain the Green Building initiatives currently being employed by the Village and introduce new ideas for implementing more initiatives that create sustainable buildings and homes.
- There is a strong connection with the Village’s Community Development Department and this will be an opportunity to continue to build upon that strong relationship to enhance the services offered by the Village as well as attract more industry.
- The Village is currently exploring ways to introduce new technology components in the Department to provide efficiencies for scheduling inspections and issuing permits.
- The Director is also charged with providing 24/7 support for Village departments and municipally owned buildings and properties. This includes making recommendations to the Mayor and Trustees for property maintenance and infrastructure improvements.
CANDIDATE QUALIFICATION CRITERIA

The Village of Franklin Park is seeking proven and progressive Candidates committed to excellence in the field of Building standards and Inspection criteria. The following factors of education, experience, leadership and management style, and personal and professional traits have been identified as necessary and/or desirable for the Building Director to succeed in this position.

**Education and Experience**

- Possess a bachelor’s degree in a related field or licensed in a major trade industry recognized by the ICC/IBC. Must have demonstrated knowledge of International Code Council’s International Building Code. The Candidate needs to understand the construction trades business and process.

- Have a minimum of five years’ supervisory experience in the management of a building department or similar projects within the construction industry of similar complexity and budget to the Village of Franklin Park.

- Ability to clearly write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech in the English language; Spanish and/or Polish is a plus.

- Comprehensive knowledge of approved methods, materials, practices and safeguards of general building construction and structures.

- Ability to detect and locate defective installations and repairs in the construction or alteration of buildings and to recommend corrective measures according to approved codes and ordinances of the Village.

- Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions.

- Ability to master and effectively enforce all Village adopted building, electrical, mechanical, zoning, sign codes and related adopted ordinances and to include the Village Code of Ordinances including the Villages Green Initiatives.

- Capable of sound decision making in resolving complaints, conducting inspections and making recommendations for corrective action. Ability to make professional judgements when enforcing departmental policies, procedures and operations.

- Ability to communicate and to establish and maintain working relations with property owners, developers, contractors, tradesmen and the general public in a professional manner. Ability to communicate and establish working relations with co-workers and Village personnel.

- Ability to read, interpret and analyze construction plans, blueprints and specifications and ensure their compliance with building, electrical, sign and Franklin Park’s Code of Ordinance requirements and regulations.

- Provide technical assistance to contractors, tradesmen, the general public, and others regarding adopted Building, Mechanical, Electric code requirements, and to include contents pertaining to the Village of Franklin Park Code of Ordinances.

- Have skills in using a consensus-building, team-oriented approach to managing staff members; have the ability to remain accountable for departmental activities without unnecessary micromanagement of staff.

- Have a demonstrated record of success in employee supervision and management, treating employees in an open, fair, and supportive manner. Be comfortable working in a collegial environment, knowing when to aid employees and when to permit employees to work independently.

- Ability to be available on call 24/7 for all maintenance and operational issues that arise regarding municipal buildings and properties.

- Maintain regular communication with Deputy Director to insure coordination of work efforts and all enforcement of Village codes.
Leadership and Management Skills

- Have a desire to always have a “business orientation” towards the goals and objectives of the department and be a person who finds fulfillment in helping to attain the larger strategic goals of the Village.

- Accepts management responsibility for activities, operations and services of the Building Department; directs, coordinates, reviews and participates in the work of professional and technical employees to ensure that codes are properly enforced with uniformity, equity and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with Village departments, outside agencies and organizations.

- Be able to represent the Village to the residents and business owners of Franklin Park in a responsive and helpful manner. Have good listening skills and a willingness to work through challenges in a collegial, respectful manner.

- Maintain a calm demeanor during times of stress, providing thoughtful advice to residents, department heads and elected officials. Be flexible and open to change with a willingness to learn and ask questions. Be assertive when necessary, yet empathetic.

- Have a genuine passion for public service from both an internal standpoint and for service to the community. Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the Director’s position; have a good work ethic.

- Have strong communication skills, both orally and in writing, with the ability to interrelate with the public, Mayor and Village Trustees, department heads, staff and other stakeholders. Have the skills to present to audiences ranging from staff members to the community at large.

- Have the maturity and self-confidence to firmly and diplomatically present professional views, concerns, and implications of proposed policy actions that may be under consideration by the Village Board of Trustees, while also being committed to carrying out final decisions in a timely, professional, and impartial manner.

- Exhibit a style characterized by candor, directness, tactfulness, and diplomacy, with the ability to admit when mistakes were made, and when corrective action needs to be taken.

- Have a collaborative and open, friendly personality and management style and be one who can establish trust quickly with others. Know how to deal with conflict in a constructive manner. Have the ability to keep information confidential.

- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

- Monitors and keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly. The Village currently adheres to the 2006 International Property Maintenance Code, the 2006 International Building Code, the 2006 International Mechanical Code and the 2015 International Energy Conservation Code as well as the 2014 Illinois Plumbing Code.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, and the public.
COMPENSATION AND HOW TO APPLY
The expected hiring salary range is $100,000 - $110,000 DOQ plus excellent benefits. Residency within a 10-mile radius of the Village limits is highly preferred. Bilingual skills are also preferred. Position will remain open until filled. Send resume, cover letter, and contact information for five professional references to Sarah McKee, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062 or www.govhrusa.com/current-positions/recruitment. Tel: 224-282-8310.

The Village of Franklin Park is an equal opportunity employer and promotes a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing.