

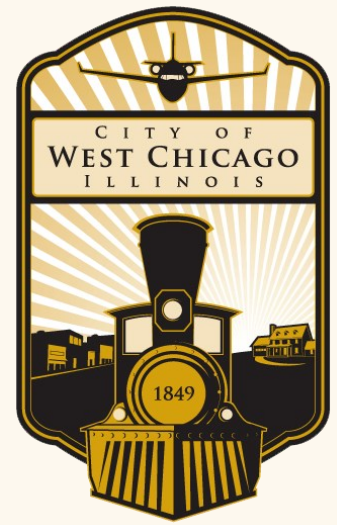


CITY OF WEST CHICAGO, ILLINOIS CHIEF BUILDING OFFICIAL



EXECUTIVE RECRUITMENT

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CITY OF WEST CHICAGO, ILLINOIS

CHIEF BUILDING OFFICIAL

The City of West Chicago (25,614) is a friendly, multicultural community with a rich heritage of offering exceptional and efficient public services that is currently experiencing significant residential, commercial, and industrial growth. First established at the turn of the century by the railroad industry, this convenient transportation hub is served by three major rail lines, and three state highways. As a community, it has a reputation for flexibility and adaptability looking to innovation to provide government service. West Chicago offers excellent schools, a growing business park and convenient access to parks, shopping and restaurants. It is located 35 miles from the City of Chicago.

The City offers a full array of municipal services and operates under a Mayor-Council form of government. The Chief Building Official is appointed by the City Administrator and reports directly to the Community Development Director. The community has a long history of political stability and prides itself on a progressive, professional staff. The former Chief Building Official served the City for 18 years.

The City is seeking an organized, approachable, and fair professional to be the next Chief Building Official for the City of West Chicago. The ability to oversee and effectively manage multiple professional service contracts at one time is essential. The City is also particularly interested in candidates that have a mature customer-centric approach to applying City codes.

Primary duties include:

- Plan review contract management and oversight
- Code enforcement contract management and oversight
- Inspections contract management and oversight
- Collaborating with the West Chicago Fire Protection District Fire Marshall's Office
- Policy development and implementation
- Providing excellent customer service



COMMUNITY

West Chicago's population has become more diverse with a wide range of cultures and ethnicities settling into the City. The outstanding schools, parks, and housing options make West Chicago a wonderful place to live and raise a family. Recreational opportunities and a variety of public and private school options support the strong family environment. The nearby transportation options make a wide range of employment and entertainment options available.

DEMOGRAPHICS AND KEY FACTS

Population: **25,614**

Median Age: **34**

Median Household

Income: **\$77,098**

Housing Value: **\$247,100**

Total Housing Units: **7,838**

Size in Square Miles: **14.80**

Distance from Chicago: Approximately **35 miles**

To learn more about West Chicago, visit the City's website at

<https://westchicago.org/>

THE POSITION IN BRIEF

The Chief Building Official serves as a member of the City's Community Development Department. The current annual budget for the Community Development Department is \$1,100,000. The Chief Building Official oversees one full-time Administrative Assistant and provides daily oversight of several city consultants that provide various development related services.

The Chief Building Official oversees contractual services that include plan reviews, code enforcement, and inspection services. This oversight includes residential, commercial, and industrial development and construction related services. The Chief Building Official serves as the City's representative to these various services for the City residents, City businesses, and developers working in the City.



OPPORTUNITIES

Residential Growth: The City is currently undergoing significant growth. This includes a planned 266-unit single family residential subdivision that is scheduled to begin in the fall of 2022.

Contract/Agreement Renewals: The next Chief Building Official will be tasked with issuing and reviewing a request for proposals related to the various outsourced building related services.

Local Building Code Update: The next Chief Building Official will also have the opportunity to update the Local Building Code from the currently adopted 2015 ICC Code to the 2021 ICC Code.

POSITION REQUIREMENTS

- A Bachelor's Degree from an accredited university in construction management, project management, or a related field. A Master Code Professional Certification is desirable, but not required.
- A minimum of 5 years of experience with building review and code compliance. Seven years of experience with some supervision experience is preferred.
- Experience in contract management is a must.



IDEAL CANDIDATE

In addition to the minimum qualifications, the City hopes to attract candidates for the position that possess experience and demonstrated competency in the following categories:

- International Codes (I-Codes)
- Time Management
- Listening
- Project Management
- Customer Service
- Judgement
- Plan Review
- Conflict Resolution

In addition to the technical proficiencies listed above the preferred candidate will have the following personal attributes:

- Creative
- Focused
- Accountable
- Perceptive
- Collaborative
- Likeable
- Approachable



SUCCESS

The City's management team describe what success looks like for the next Chief Building Official:

- Possesses a mature approach to the application of the City's codes.
- Able to successfully serve as a fair arbiter between the City's consultant and a customer when a disagreement of interpretation or application of the code arises.
- Well versed in the International Codes (I-Codes) developed by the International Code Council.
- The ability to speak and write in Spanish to meet the diverse linguistic needs of the community (preferred but not required).

COMPENSATION AND BENEFITS

The starting annual salary range for this position is \$88,903 to \$124,465 DOQ/E. The City of West Chicago offers an excellent and comprehensive benefits package that includes generous leave time, health insurance for the individual and family, retirement, professional development, annual merit increases based upon performance, COLA adjustments, and the use of a City vehicle.

HOW TO APPLY

Interested candidates should apply online by May 18, 2022, with resume, cover letter and contact information for five work-related references at www.GovHRJobs.com to the attention of Jim Arndt, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Please direct all inquiries about the position and/or the process to Jim Arndt at (217)-500-0770. The City of West Chicago is an Equal Opportunity Employer.



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