



VILLAGE OF SWANSEA, IL

POSITION TITLE: BUILDING AND ZONING DIRECTOR

DEPARTMENT: Building and Zoning

REPORTS TO: President, Board of Trustees (Mayor)

STATUS: Full Time, Regular

FLSA STATUS: Non-Exempt / Hourly

DATE PREPARED: September 2017

PAY CLASSIFICATION: Grade 12, Step 1 – 20; \$22.08/hr - \$26.67/hr

JOB SUMMARY

The Building and Zoning Director is a municipal officer position, subject to annual appointment by the Mayor, with the advice and consent of the Board of Trustees. One year terms coincide with the fiscal year of the Village. The Building and Zoning Director works under the direction of the Mayor and the Board of Trustees and manages the operations of the Building and Zoning Department. By ordinance, the Director also serves as the Code Administrator and Zoning Administrator.

Primary responsibilities of this position include:

1. Administering and enforcing the code requirements of the Village as specified throughout its ordinances including, but not necessarily limited to, the Building Code, Business Code, Floodplain Code, Manufactured Home Code, Subdivision Code and Zoning Code.
2. The inspection, enforcement, and interpretation of those Village codes and regulations, as well as the adopted International Building Code, International Property Maintenance Code, and National Electrical Code.
3. More specifically, the inspection of buildings and properties; ensuring code compliance; issuing citations; performing plan review; coordinating annexations; coordinating the Planning and Zoning Commission and its processes; assisting with economic development efforts; effectively communicating code and compliance requirements orally and via written document; and general record keeping and office duties.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Oversees the application and permitting process for the erection and alteration of buildings and structures within the Village, reviewing those applications and issuing permits as warranted;

Reviews construction plans to ensure compliance with Village codes and regulations; Advises contractor/owner of any required changes to ensure code compliance;

Conducts on-site inspections of residential, commercial, institutional, and industrial construction projects, evaluating multiple construction components, to ensure compliance with building, mechanical, electrical, zoning, and other related codes, as well as with Village ordinances and property maintenance standards; May perform follow-up inspections and issue citations for non-compliance;

Assists residents, contractors, developers, design professionals, and others in the interpretation and application of the Village's codes and ordinances;

Oversees part-time Plumbing and any other part-time inspectors; Provides notice to them of required inspections; Coordinates their work, ensuring its completion and documentation;

Oversees the Village's Occupancy Inspection program; Coordinates with contracted inspectors; Monitors performance and inspection statistics;

Oversees the application and permitting processes under the Swansea Zoning Code and the Swansea Subdivision Code; Reviews or arranges for the review of subdivision plans; Coordinates with the Planning and Zoning Board; Prepares staff recommendations; Attends and helps facilitate their meetings; Helps prepare Findings of Fact and Recommendations to the Board of Trustees;

Receives and responds to complaints or reports from citizens, property owners, other departments, or other agencies regarding alleged code violations; Conducts field investigations; Consults with complainant and any witnesses; Contacts property owner to resolve violations; Issues and posts warning notices, or coordinates the issuance of citations and/or liens when warranted; Recommends or takes other appropriate corrective actions; Schedules and performs follow-up activities to help ensure ongoing compliance;

Provides proactive code enforcement by regularly monitoring properties throughout the Village to identify and evaluate any ordinance violations;

Maintains documentation and record files of all applications received; permits and certificates issues, fees collected, inspections performed, and notices and orders issued; Prepares monthly report of activities to Board of Trustees;

May assist with the process for annexation of properties into the Village; May help coordinate with securing petitions for annexation, negotiation of annexation agreements, providing required notifications, and ensuring the proper filing of all required documentation;

May inspect existing structures for compliance with minimum health and life safety standards;

May occasionally recommend revisions to Village ordinances, codes, regulations and processes, as the same relate to this position and its duties and responsibilities;

Attends meetings of the Village Board, its Committees, the Planning and Zoning Board, and the Business District Development and Redevelopment Commission;

Performs other duties as necessary or assigned;

GENERAL QUALIFICATIONS

- Must be at least 21 years of age.
- Must be able to read and write, have the ability to learn, and the ability to accurately and fairly interpret and apply regulations.
- Must have working knowledge of and experience with the International Building Code, International Property Maintenance Code, and National Electrical Code, as adopted by the Village, as well as with the Illinois Accessibility Code, ADA, and other applicable Federal and State codes, statutes and regulations.
- Must have knowledge of proper and acceptable construction practices and be able to inspect the work of contractors to determine compliance with codes and regulations.
- Must have the ability to accurately read and understand construction drawings, plats and maps.
- Must have strong written and verbal communication skills.
- Must be able to effectively interact and communicate with others, including the general public, and have the ability to interface with contractors and developers to mediate disputes and resolve any issues.
- Must be able to work independently as well as work with others as a member of a team.

- Must have a working knowledge of computers, MS software, and the use of printers, plotters, copier, telephones, and other typical business technology.
- Must possess effective time management skills.

EDUCATION / EXPERIENCE

- At a minimum, must have a high school diploma or its equivalent. Advanced education a plus.
- Must have at least five (5) years' experience in a similar position performing building and construction inspections; or the equivalent knowledge from working in the construction industry.

CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING

- Must have a valid and current Driver's License with a clean driving record, and be able to effectively and safely operate a motor vehicle.
- ICC Certified Building Official certification preferred at the time of hire, or ability to obtain post-hire within a reasonable time frame.

PHYSICAL REQUIREMENTS

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer work sample test, which requires some degree of physical agility, including walking, climbing, lifting, stooping, and bending, all associated with performing inspections of structures, crawl spaces, roofs, and other building components.
- Must have the physical health and ability to work in all kinds of weather conditions since some work of this position is regularly performed outside the office, year-round.
- Must have the ability to sit, stand, and walk for extended periods of time.
- Must be physically able to drive a motor vehicle.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.