



# VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199  
708/ 453-0800 FAX 708/ 453-9335  
www.villageofnorridge.com

January 22, 2025

## JOB POSTING:

### **PRESIDENT**

Daniel Tannhauser

### **CLERK**

Gabriela Krasinski

### **TRUSTEES**

Donald Gelsomino

Bill Larson

Jack Bielak

Andrew Ronstadt

Debra J. Budnik

Frank Avino, Jr.

### **BUILDING OFFICIAL (BUILDING COMMISSIONER)**

Under the direct supervision of the Village Administrator, the Building Official (Building Commissioner) directs and oversees the work performed by the Building Department, including Code Enforcement and Health Department. The Building Department is currently comprised of 2 full-time administrative positions and five part-time inspectors. Although work is primarily in-office, the Building Official (Building Commissioner) does go out into the field to conduct inspections, review sites and buildings and to speak to residents and contractors. The Building Department plays an important role in promoting property safety while creating a customer friendly environment that encourages both businesses and families to locate here. The ideal candidate will have experience with implementing and managing a Rental Property Licensing Program. Office hours are generally Monday through Friday, 9:00 AM to 5:00 PM. The position is Exempt from FLSA.

#### **The position includes excellent benefits:**

- **Merit system based on high performance**
- **Illinois Municipal Retirement Fund Pension Plan**
- **Generous & affordable health, dental, vision, long-term disability and life insurance**
- **Generous vacation time (10-25 days); sick time (6 days); paid Holidays (9 days)**
- **Day off for your birthday**
- **Paid Training & Development**
- **Tuition reimbursement**

#### **Duties and Responsibilities:**

- Direct and oversee the employees of the Building Department. This includes conducting annual and semi-annual performance reviews, as well as training and supervision
- Enforce or direct enforcement and assure compliance of all building codes and related municipal codes and county, state and federal laws; Make recommendations for updating codes, ordinances, permitting process, etc.
- Regulate and control the design, construction, use, occupancy and maintenance of structures within the Village.
- Consult with and coordinate meeting activities with the Zoning Board of Appeals and the Advisory Review Committee/Plan Commission which includes working with the Village Attorney to satisfy legal notice requirements and related documents for zoning hearings.
- Assist in preparation of the annual budget for the Building Department and monitor expenditure of funds of the Building Department.
- Promote and ensure quality customer service, including investigation and response to resident and contractor complaints and questions.
- Review, inspect and approve all new residential construction projects and small commercial remodeling and have final approval on all third party plan review projects.
- Ensure the successful implementation of the Village's recently adopted Rental Property Licensing Program and manage the program thereon after.
- Attend Village Board meetings, Zoning Board of Appeals Hearings, Advisory Review/Plan Commission Meetings. Typically, each Board meets once per month.



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- Perform field inspections, as needed.

## Qualifications & Requirements:

- Successful passing of required pre-employment exams.
- Valid driver's license.
- Minimum of Associates Degree in building construction, architecture, engineering or related field.
- Minimum 4 years experience with Municipal Building Department operations.
- Minimum of 2 years experience with supervising 3 or more employees.
- Knowledge of Village, County, State and Federal laws and regulations, as well as health and sanitation codes.
- Ability to read Building Plans/Blueprints and Plats of Survey.
- Thorough knowledge of building construction, including a minimum of 4 years of experience in building plan review, inspections and permit processing, or related construction industry work, preferably with supervisory or management experience, or any equivalent combination of training and experience.
- Must have, or be able to learn within 6 months of employment, Norridge streets, zoning codes and the Zoning map.
- Experience with Rental Program Licensing or Rental Inspections preferred.
- Strong commitment to excellent customer service: must be able to effectively communicate orally and in writing with employees, other supervisors and department heads, public officials, vendors, contractors and Village residents.
- Must be able to exercise sound judgement and make decisions.
- Must be a team player and highly collaborative.
- Ability to lead and direct employees in achieving assignments.
- Embrace, implement and use innovative technology.
- Must be proficient in Microsoft Word, Excel & Outlook.
- Must be able to use computer systems and software which the Village utilizes for operations.
- Subject to random drug and alcohol testing.
- Operate a Village vehicle.

**Starting Annual Salary: \$75,000-\$90,000 +/- DOQ. The probationary period for all Village positions is 18 months.**

In order to be considered for the first round of review, please remit your employment application by 5:00 PM on February 10, 2025. Applications will continue to be received and reviewed until the position is filled.

**To apply for the position, please submit your resume and an [Employment Application](#) via email to [employment\\_app@villageofnorridge.com](mailto:employment_app@villageofnorridge.com) or by mail or hand delivery to:**

Village of Norridge  
c/o Joana Ardelean  
4000 N. Olcott Ave.  
Norridge, IL 60706

Employment applications can be accessed [Here](#).