



619 16<sup>th</sup> Street  
Moline, IL 61265

# **Building Official**

**\$68,675.98 - \$96,146.96**

**Monday – Friday**

**7 a.m. – 4 p.m.**

## **Characteristics of the Job**

Manages and coordinates the activities of the Building Section in support of policies, goals and objectives established by the City Engineer by performing the following duties personally or through subordinate employees. Work is performed exercising independent judgment within the guidelines of established policies and goals.

## **Examples of Duties**

Manage and provide direct supervision of all daily activities of the Building Section.

Manage the plan review process prior to the issuance of permits.

Develop and implement innovative, practical, and customer service-oriented solutions to a wide variety of Building Code and Health Inspection problems and disputes.

Work cooperatively with other City departments and divisions, governmental agencies outside the City of Moline, contractors, developers, engineering firms, business owners and other interested parties to provide uniform and superior customer service.

Hire, transfer, suspend, lay off, recall, promote, discharge, direct, evaluate, reward and discipline employees; adjust employee grievances; or recommend any of these actions.

Develop budget estimates based on anticipated needs and administer assigned budget accounts related to the operation of the Building Section.

Prepare analyses of activities, costs, operations and forecast data to determine section progress

toward stated goals and objectives and report findings to division manager.

Create, maintain, retrieve, ensure strict confidentiality, and destroy inspection records and files as required by law.

Ensure duties assigned are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Conduct periodic building and field inspections to check the work of section employees.  
Provide final staff interpretation of all technical codes, procedures and policies used by the section and document same where appropriate.

Serve as lead staff person and ex-officio member to all appeals boards.

Evaluate and make recommendations to appeals boards and the City Council for adoption or amendment to all technical codes enforced by the section.

Prepare and maintain periodic technical and statistical reports and records for plan review, permitting, inspections, violations, and other section activities.

Confer with contractors, engineers, property owners, and other customers explaining and interpreting all technical codes and regulations enforced by the section.

Provide timely data and accurate responses to requests for services and information.

Develop and make available informational materials and programs to assist customers in complying with applicable Codes, and section policies and procedures.

Serve as city representative to other agencies, organizations and professional associations concerning section activities.

Other duties may be assigned.

## **Requirements**

### **Training and Experience**

Bachelor's degree in construction management, engineering, architecture, business management or related field; five years of experience as a Building Official/Commissioner; five years of supervisory experience; demonstrated knowledge and experience in all construction disciplines; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the materials, methods, and practices used in building construction and of the stages in construction when possible defects and violations may be most easily observed and corrected; of the codes, regulations and ordinances governing building construction in the City

of Moline; generally accepted practices in customer service; knowledge of occupational hazards and safety precautions of the work; and generally accepted office procedures, practices, systems and equipment; general computer operations.

Exceptional skill in customer service and in maintaining effective working relationships; dealing with the public tactfully and courteously and working harmoniously with other employees; excellent skill in reading and interpreting construction plans, specifications, and blueprints and in recognizing deviations from such plans in the construction process; typing, data entry, maintaining filing systems, arithmetic calculations and operating office machines with good accuracy and speed to satisfy departmental needs; verbal and written communications; use of professional judgment; and the use of Microsoft Office and accounting software – Superior preferred.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; plan and organize a city-wide inspection program; plan, assign, supervise and review the work of staff responsible for enforcing zoning ordinances and building codes; recognize conditions likely to result in collapse or failure of support walls, foundations or structures; explain, interpret and enforce codes, regulations and ordinances in a firm, tactful and impartial manner; establish and maintain effective working relationships with city officials, employees, contractors, architects, business and property owners and the public.

#### **Licenses, Registrations and Certifications**

- Valid Illinois driver's license or equivalent upon application.
- Certified Building Inspector within one year of hire.
- Certified Building Official within one year of hire.
- Certified Residential and Commercial Plan Reviewer within one year of hire preferred.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to stand, use hands and fingers to handle or feel, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually quiet and occasionally moderate.

**Apply online at [www.moline.il.us](http://www.moline.il.us)  
Position will remain open until filled.**

**Contact Alison Fleming at [afleming@moline.il.us](mailto:afleming@moline.il.us) or 309-524-2065  
with any questions.**