

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE:** TBD  
**SALARY GRADE:** E18  
**EFFECTIVE/UPDATED:**  
7/13/2021

**DIRECTOR OF DEVELOPMENT SERVICES**

**Definition**

Under direction of the Chief Development Services Officer, Acts as the City's Master Building Code Official and Master Fire Code Official. Coordinates, administers, and directs the enforcement of all city adopted codes and ordinances; investigates complaints; reviews building and site plans; coordinates fire site plan reviews with the Fire Marshal and the zoning entitlement process; develops department policy and recommends code revisions for all divisions enforcing ICC codes. Manages, Monitors, and facilitates projects from Development Services (DST) meetings to certificate of occupancy; ensuring the fastest possible occupancy, a coordinated and smooth process and best customer service. Manages and monitors delivery timeframes for key development services provided by each division.

**Equipment/Job Location**

Operates a variety of office equipment including but not limited to computers, telephones, copiers, cameras, printers, and microfiche readers. Requires employee to remain seated or standing for extended periods of time. Requires the use of an automobile to collect field data. Duties shall be performed in various office and field settings.

**Essential Functions of the Job**

1. Responsible for the administration of the department.
2. Supervises all departmental staff, either directly or indirectly through senior staff
3. Develops and implements Cross-Divisional Developmental policies, codes and ordinances aimed at expediting developments and achieving City goals for the department as well as assisting divisions to achieve their goals.
4. Liaison for Enforcement committees for the Department; Building Code Board of Appeals, Fire Code Board of Appeals, Permanent Building and Fire Code Committee, Electrical Commission, and the Housing Code Committee.
5. Supervises the coordination of enforcement and permitting activities between the Planning Division, the Building & Permits Division and the Property Standards Division.
6. Manages and directs all technical activities for the department and is responsible for enforcement code interpretations.

7. Manages the state mandated elevator inspection program and contracted inspection programs.
8. Conducts regular and frequent project meetings with developers, owners, contractors and staff members required to eliminate enforcement conflicts, clarify requirements and guide projects to completion.
9. Ensures that the Mayor and City Council is kept fully informed on the condition of the city and about any Projects, Permit or Enforcement issues of significance to the city's success.
10. Acts as advisor and liaison to City Council, Chamber, Stakeholders and Neighborhood groups with respect to all departmental enforcement codes.
11. Oversees advancement of On-Line self-service customer tools for all Divisions.
12. Building and Fire code expert represented at Development Services Team meetings facilitating Building and Permits and Fire Prevention Bureaus acceptance of development proposals in the zoning entitlement and engineering approval processes.
13. Monitors target timeframes for key service deliveries for all development divisions and works with division heads to improve and coordinate these within the department.
14. Responsible for making recommendation to Human Resources for hiring, promotion, discipline and discharges.
15. Assists the City to adopt and implement coordinated Zoning Ordinances, and Building, Electrical, Mechanical, Plumbing, Fire and Maintenance codes in a manner consistent with achieving the Cities goals.
16. Assists in preparation, administration and monitoring of departmental budget.
17. Assists in updates and communicates necessary changes for City's Web page.
18. Assists the Chief Development Services Officer in both short range and long-range departmental planning.
19. Assists the Chief Development Services Officer in maintaining and developing region leading development processes and development regulations.
20. Performs other duties as assigned.

### **Required Knowledge and Abilities**

Requires thorough knowledge of applicable commercial and residential construction codes and ordinances.

Requires extensive knowledge of modern principles and practices of architecture and building construction.

Requires extensive knowledge of building, electrical, fire, heating, cooling and plumbing systems.

Requires ability to interpret, explain and enforce equitably city building codes and ordinances.

Requires ability to testify in court accurately and succinctly.

Requires ability to read building plans and blueprints.

Requires maintenance of all certifications required at the time of the employees hire.

Requires sound knowledge of the principles and practices of municipal administration, management, and finance

Requires ability to promote effective working relationships with employees, public officials, other professionals, and the general public

Requires ability to work within the computer software environment utilized by the City

Requires a valid driver's license.

### **Qualifications for Hire**

Bachelor's Degree in Architecture or Structural Engineering

Requires International Code Council's Certified Building Official (CBO) certification

Requires steady progression towards International Code Council's Master Code Professional; certification within 10 years.

Licensed Illinois Architect or Structural Engineer

Valid Class D driver's license required.

Requires ten years' experience with five years supervisory experience.

Ten years' experience as a licensed architect, licensed structural engineer AND have achieved the Certified Building Official certification or 10 years' Certification as an International Code Council's Master Code Professional.

