



City of Aurora JOB DESCRIPTION

TITLE: DIRECTOR OF PROPERTY STANDARDS
DEPARTMENT: Development Services
LABOR GROUP/PAY PLAN: Executive Pay Plan
LOCATION: Development Services

JOB CODE: 242
SALARY GRADE: E17
FLSA STATUS: Exempt
EFFECTIVE: 1/1/2024

Definition

Under the administrative direction of the Chief Development Services Officer or designee, coordinates, administers, and directs the enforcement of all applicable buildings property maintenance, housing and zoning codes and ordinances; investigates complaints; reviews building and site plans; supervises the issuance of building permit applications and on-site building inspections; develops department policy and recommends code revisions, and acts as Zoning Administrator.

Physical Demands and Equipment

Operates a variety of office equipment including computer, typewriter, fax machine, and copy machine. This position requires face-to-face communication with residents as well as over the telephone. Duties shall be performed in various office settings, as well as out of doors on-site.

Essential Functions of the Job

1. Responsible for the administration of the division.
2. Coordinates and directs the inspection, by subordinate staff, of building construction, alteration, or repair for the determination of building and zoning code and ordinance compliance; directs plumbing, heating, electrical, structural, general zoning, and other inspections to determine potential violations.
3. Reviews building permit applications and building plans for code and ordinance compliance; approves, rejects, or outlines revisions in accordance with established standards; interprets applicable laws and regulations for contractors, owners, and other principals.
4. Prepares, administers, and monitors the divisional budget.
5. Supervises division staff.
6. Investigates complaints received from the Mayor, alderman, or citizens regarding possible building and zoning violations.
7. Develops and administers department policies and procedures; reviews existing building and zoning codes and ordinances, recommending appropriate changes.
8. Performs complex administrative work to ensure compliance with Illinois Housing Development Authority Grant requirements and/or similar grants/programs.

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9. Investigates complaints, determining possible code violation and action needed to secure compliance, performs follow-up to determine whether corrective action has been taken and reports continued non-compliance for legal action
10. Maintains zoning text and maps; answers zoning inquiries.
11. Prepares and maintains requisite correspondence, records and reports; attends a variety of hearings and meetings; serves as Secretary of the Zoning Board of Appeals.
12. Attends and participates in City Council meetings and various boards and committees, representing the department and providing technical information.
13. Prepares requisite records and reports of department activities.
14. Appears in court, providing relevant testimony, as required.
15. Performs other duties as required or assigned.

Required Knowledge and Abilities

- Requires thorough knowledge of applicable housing, zoning and construction codes and ordinances.
- Requires extensive knowledge of modern principles and practices of architecture, building construction and zoning.
- Requires extensive knowledge of electrical, heating, cooling and plumbing systems.
- Requires ability to interpret, explain and enforce equitably city building and zoning codes and ordinances.
- Requires ability to direct and supervise the activities of subordinate personnel.
- Requires ability to coordinate and administer department activities.
- Requires ability to read legal descriptions and draft code changes.
- Requires ability to testify in court accurately and succinctly.
- Requires ability to read building plans and blueprints.
- Requires ability to communicate effectively both verbally and in written form.
- Requires ability to establish and maintain satisfactory working relationships with public officials, professionals, employees and the general public.

Qualifications for Hire

- Requires knowledge, skill, and mental development equivalent to the completion of a Bachelor's Degree with coursework in areas such as engineering, architecture, environmental health, or closely related field.
- Requires three years progressively responsible experience in building construction, code enforcement, or related field with one-year supervisory experience.
- Requires valid driver's license.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of DIRECTOR OF PROPERTY STANDARDS describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the 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 by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date