

**CITY OF AURORA
JOB DESCRIPTION**

JOB CODE: 225
SALARY GRADE: 16
EFFECTIVE: 09/20/2017

DIRECTOR OF BUILDING AND PERMITS

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; supervises the issuance of building permit applications, historic preservation and Fox Walk certificates of appropriateness, and on-site building inspections, issuance of certificates of occupancy; coordinates fire site plan reviews with the Fire Marshal and the zoning entitlement process; develops department policy and recommends code revisions for all departments enforcing ICC codes.

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 division.
2. Updates and communicates necessary changes for the division's internal and external web pages.
3. Oversees the administration of staff performance evaluations.
4. Supervises all division staff, either directly or indirectly through senior staff
5. Develops and implements Building and Permits policies aimed at expediting developments and achieving City goals for the division as well as assisting other divisions to achieve their goals.
6. Responsible for preparation, administration and monitoring of divisional budget.
7. Reports to the City Council and other entities on the condition of the City and about any trends, events, or emerging issues as it pertains to the Zoning and Planning Division.
8. Manages and directs all licensing programs for the division and assists all City

departments.

9. Acts as advisor and liaison to City Council, neighborhood groups and all other stakeholders with respect to all divisionally administered codes.
10. Assists the City to adopt and implement coordinated building, electrical, mechanical, plumbing, and maintenance codes.
11. Manages and directs all technical activities for the division and is responsible for code interpretation.
12. Functions as the Building and Fire code expert for council, the Building and Permits division, and the Fire Prevention division. Facilitates the acceptance of development proposals in the zoning entitlement and engineering approval processes.
13. 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, Structural Engineering or related field plus at least six years of professional experience in a municipal /county setting.

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

At least five years of progressive supervisory experience.

Valid Illinois Class D driver's license.

Must obtain the International Code Council's Master Code Professional certification within 5 years of hire.

Licensed Illinois Architect or Structural Engineer preferred