

Village of Buffalo Grove

Building Services Manager

SALARY

\$50.81 - \$75.73 Hourly

\$105,691.05 - \$157,514.24 Annually

LOCATION

[50 Raupp Blvd, Buffalo Grove](#)

JOB TYPE

Full-Time

JOB NUMBER

00044

DEPARTMENT

Community Development

OPENING DATE

02/16/2024

CLOSING DATE

4/26/2024 11:59 PM Central

The Village of Buffalo Grove is located thirty-three miles northwest of downtown Chicago and twenty miles north of O'Hare International Airport. Neighboring communities include Arlington Heights, Lincolnshire, Long Grove, Riverwoods, Vernon Hills, and Wheeling. Since its incorporation in 1958, Buffalo Grove has grown and developed into a tightly knit, award-winning community. The Village's current population is 43,212. Buffalo Grove has been recognized as one of the safest communities in

the United States, the most family-friendly community in Illinois, one of the best Chicago suburbs for young professionals and one of the Best Places to Live.

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Building Division within the Community Development Department; supports the Community Development Department in implementing all Village activities related to ensuring compliance with building, electric, plumbing, fire and life safety standards, including building plan review, building inspection and building hazard correction; approves plans and specifications; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Community Development Director.

Examples of Duties / Knowledge & Skills

- Assumes supervisory responsibility for assigned services and activities of the Building Division including enforcement of laws and codes governing the construction of new buildings or altering existing structures, building plan review, building inspection, and building hazard correction.
- Manages and participates in the development and implementation of departmental and village-wide goals, objectives, policies, and priorities; recommends and administers policies and procedures.
- Supervises the review of building plans for conformance with the code provisions.
- Supervises, trains, and evaluates in-house and contractual building, plumbing, and electrical inspectors; plan reviewers, and related personnel;
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service, and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for plan review, building inspection and property maintenance staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff regularly to identify and resolve problems.
- Provides responsible staff assistance to the Community Development Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to plan review, building inspection and property maintenance programs, policies, and procedures as appropriate.
- Maintains a presence and rapport with the permitting staff and provides guidance as needed.
- Advises builders and homeowners on minimum standards of construction and materials.
- Performs the duties of a Certified Building Official (CBO) as required by State law.
- Responds to emergency situations when called upon by police or fire first responders.

- Plans, programs, directs and participates in all building service activities associated with setting and ensuring compliance with building and life safety standards; performs difficult inspections and assists staff in resolving technical questions relating to various code requirements.
- Arbitrates interpretations between staff, design professionals, contractors, and the public.
- Provides a high-level of customer service to the public by assisting customers to successfully meet all code requirements while achieving their development goals.
- Serves as the liaison for the Building Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of construction and building inspection; recommends revisions to municipal codes and ordinances and implements changes in techniques to reflect new developments as appropriate.
- Exercises sound judgement, maintains confidentiality and makes decisions in accordance with policies and procedures of the Village.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Participates in the Department's development project review team as needed.
- Performs related duties as required.

Minimum qualifications & Requirements

Associates degree from an accredited college or university with major course work in civil engineering, construction management, business administration, public administration, or a related field is required. A bachelor's degree is highly desirable. At least five years of increasingly responsible building inspection, standard employment@nsnes.com.ds development, and plan review experience. Additional professional-level relevant work experience may be substituted for the required college education on a year-for-year basis. Possession of a Combination Inspector Certification and International Code Council (ICC) Building Code Official Certificate is preferred.

Supplemental information

Qualified candidates are encouraged to apply on-line at vbg.org. In addition to completing the on-line application, candidates must attach a cover letter and resume to their on-line application. Emailed, faxed, mailed or hand delivered applications and/or resumes will not be accepted. The application will be open until filled with the initial review of applications taking place on or around April 15, 2024. Any questions regarding the position can be directed to the Director of Community Development, Nicole Woods at nwoods@vbg.org.

Buffalo Grove, IL is an Equal Opportunity/ADA Employer.

Agency

Village of Buffalo Grove

Address

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Phone

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Adam Garcia

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