

VILLAGE OF BLOOMINGDALE

POSITION DESCRIPTION

Title:	Building Commissioner	Department:	Community and Economic Development, Building and Zoning Division
Pay Grade:	20	FLSA:	Exempt
Date:	March 2026	Reports To:	Director of Community and Economic Development

PURPOSE OF POSITION

The purpose of this position is direct, and administer the Building & Zoning Division, to ensure compliance with Village zoning, construction and property maintenance ordinances for residential and commercial development, to provide for the health, safety and welfare of residents. The work is performed under the direction of the Director of Community and Economic Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Enforces Village ordinances, regulations, statutes, laws and codes regarding building, zoning, signs, and property maintenance for both residential and commercial properties. Writes, prepares and reviews Village codes and ordinances; recommends changes.

Implements and enforces the Illinois Handicap Accessibility Code as mandated by the State of Illinois.

Consults with and advises residents, builders and developers to ensure project compliance; responds to technical inquiries regarding code and zoning ordinance interpretation. Provides assistance for petitioners seeking zoning variances and exceptions. Responds to and resolves complaints from residents and businesses.

Prepares and administers the department budget; establishes fees for permits and licenses and estimates revenues. Ensures collection of permit, license and miscellaneous Village fees and accounts receivable invoices.

Supervises and manages department personnel; assists in selecting new employees; provides training and instruction; plans, coordinates, assigns and reviews work; allocates personnel; maintains standards and assists in evaluating performance.

Oversees or performs all residential, commercial and sign plan reviews and property maintenance inspections. Conducts Building and Zoning division new construction inspection, plan review, business license, and property maintenance inspection programs. Performs inspections of food vendors and amusement rides for Village-sponsored festivals.

Administers licensing and zoning direction for retail/commercial businesses, massage establishments and therapists, tobacco sales, vending machines, game rooms, amusement devices, scavenger services and elevator/escalators within the Village and others as enacted by the Village Board.

Maintains, revises and updates the Village zoning and address maps; assigns all parcel addresses.

Writes and prepares all non-police citations for violations of Village ordinances; represents the Village as a sworn officer in Circuit Court to assess fines and obtain compliance.

Reviews and signs Village building and sign permits and certificates of occupancies for businesses. Coordinates, implements and enforces Village Engineer, Planner, Fire Department, State and County Health Department permit and occupancy requirements.

Prepares and issues zoning letters necessary for qualifying and confirming all zoning inquiries.

Provides assistance for Village construction projects; oversees construction projects and improvements for Village buildings and property; coordinates approved exhibits. Performs minor project reviews.

Prepares census reports monthly and submits to the Federal Census Bureau.

Maintains availability on call to respond to emergency situations. Attends a variety of meetings.

Assists State Fire Marshal with reports regarding fire damaged buildings and property.

Administers Village permit and licensing software; maintains and updates systems; trains users, etc.

Performs inspections after disasters including fires, storms and floods to determine subsequent course of action for demolition, repair and occupancy compliance.

ADDITIONAL FUNCTIONS

Schedules meetings and inspections; assists customers; performs clerical functions.

Performs other duties as assigned and required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Building Construction Technology or a related field with five years of inspection and enforcement experience, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires possession of a valid Illinois driver's license and ICC and related certifications and continuing education as required by the Village Administrator.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

Human Interaction:

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with the Village Administrator, all department personnel, other Village departments, architects, developers, contractors, and the public.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as plans, diagrams, reports, exhibits, applications, licenses, permits, citations, ordinances, codes, statutes, specifications, procedures and non-routine correspondence.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, engineer's scale, electrical testing equipment and/or materials used in performing essential functions.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fraction, algebra, geometry and trigonometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

Marginal, not essential, tasks involve the ability to exert moderate but not constant physical effort involving objects weighing twenty to fifty pounds, and may occasionally involve objects and materials up to 125 pounds.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

Environmental Factors:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature and noise extremes, wetness, smoke, odors, machinery or electrical currents may cause discomfort and poses a risk of injury.

The Village of Bloomingdale, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.