

JOB DESCRIPTION –
DIRECTOR OF BUILDING, PLANNING/ZONING, AND CODE ENFORCEMENT

Job Title:	Director of Building, Planning/Zoning, and Code Enforcement	Date:	April 02, 2025
Department:	City Hall	FLSA Status:	Exempt
Reports To:	Mayor	Pay Type:	Salaried
Work Schedule Daily:	8:00 AM – 4:30 PM	Work Schedule Weekly:	Monday - Friday

Job Summary:

Serves as lead building, planning, and zoning professional for the City, providing labor and administration in managing/maintaining/improving a comprehensive city-wide building, planning, and zoning strategy and program to promote and stimulate orderly residential/commercial/industrial development, and related policies/procedures. A variety of routine and detailed work will be necessary in planning and implementing all phases of a building and zoning program to effectively serve the community. In addition, serves as chief code enforcement officer for the City. Appointed by the Mayor and serves at the pleasure of the Jerseyville City Council. Responsibilities include budgeting, human resource management, and management/prioritization of city-wide building/zoning activities and code administration/enforcement; coordination with the City Council and multiple City department heads; assisting other City departments as needed; as well as planning, coordination/scheduling, supervision of staff, and interaction with residents, building/zoning/community development professionals, contractors, and vendors. Listed below is a brief description of major duties covered by the department, which is not all-inclusive. As the holdings of the City expand and/or City priorities change, additional work may be assigned to this department.

Essential Job Functions:

1. Building Code Administration/Permits/Inspections – building official for the City, enforcing all laws and City codes relating to the construction, alteration, demolition, and removal of buildings and structures, including decks, outbuildings, communication towers, billboards/signs, and solar panels/equipment, with duties including but not limited to:
 - a. Oversees, performs, and reviews building permit applications and issuance, construction drawings/specifications, and related inquiries for all vertical construction projects within the City and within the City's jurisdictional 1.5 mile buffer.
 - b. Interpret City policy and review of plans/specifications in accordance with the strategic direction for orderly community development set by the City Council and to ensure compliance with codes and approved construction practices. Solicits input from Fire Chief on fire protection, evacuation plans, and other general building safety aspects.
 - c. Prepare review/response letters for submittals of residential/commercial/industrial building plans/specifications listing construction deficiencies which must be resolved before the issuance of a permit.
 - d. Calculation of appropriate building permit fees.

- e. Coordination with third-party building/code officials, utility companies, contractors/sub-contractors, and vendors, as needed.
 - f. Inspect buildings at milestones and during various stages of construction, alterations, repair, and demolition including, but not limited to, excavations, setbacks, soils/footings/foundation, framing, electrical, mechanical, HVAC, wallboard, nailing, roofing, and related aspects to ensure the use of proper construction/demolition techniques and materials.
 - g. Notify owners/contractors/subcontractors of the City's Street Opening Permit requirements/process and inspect concrete driveways, curb/gutter, and sidewalks within City right-of-way that are constructed/altered as part of a building construction project and/or residential/commercial/industrial development project.
 - h. Issue Certificate of Occupancy upon completion of favorable final inspection.
 - i. Respond to reports of unsafe conditions, coordinate associated inspections with the Fire Chief, and assist Mayor and City Attorney with condemnation process.
 - j. Supervise City building inspection staff in permit processing, code enforcement, and records retention, and provide guidance to the City code compliance staff as needed, in response to questions, complaints, and/or concerns of the public.
 - k. Maintain all files for building/demolition projects.
2. Planning and Zoning Administration/Permits – planning and zoning official for the City, coordinating the City's current and long-range planning functions, including land use management, zoning, and subdivision/land development plan review as well as enforcing all related laws and City codes, with duties including but not limited to:
- a. Oversees, performs, and reviews zoning petition/permit applications and issuance, construction drawings/specifications, and related inquiries for all planning/zoning inquiries within the City and within the City's jurisdictional 1.5 mile buffer.
 - b. Interpret City policy and review of plans/specifications in accordance with the strategic direction for orderly community development set by the City Council and to ensure compliance with codes and approved planning/zoning practices. Solicits input from Fire Chief on fire protection and other general public safety aspects. Solicits input from Director of Public Works on City streets/right-of-ways and stormwater drainage/detention.
 - c. Prepare review/response letters for submittals of zoning petitions and subdivision/land development projects, listing deficiencies which must be resolved before the issuance of a permit, and related coordination with developers, contractors, attorneys, utility companies, architects, and/or engineers.
 - d. Receive and disseminate review comments to boards/commissions and other City staff in a timely manner prior to meetings/hearings.
 - e. Administer applications and maintain all files for subdivision/land development projects, conditional use, special exception/variance requests, lot consolidations, boundary adjustments, planning/zoning hearings, and other planning/zoning activities.
 - f. Serve as Plat Officer for the City, reviewing plats for compliance with various City and State ordinances and regulations, and working with developers to assist them in conforming to the various ordinances and regulations.
 - g. Assist the City Clerk and City Attorney with annexation requests.

- h. Monitor developments and grading activities/construction in accordance with approved plans/specifications and maintain detailed records of improvement guarantees.
 - i. Serve as City staff liaison to the City Planning and Zoning Board, including attendance at meetings, preparation of agendas, recording minutes, processing applications, preparing and placing public notices/advertisements, appropriate notification to applicants and property owners, and making recommendations to the Planning and Zoning Board.
 - j. Serve as primary City staff member for both City and regional comprehensive plan updates and implementation.
 - k. Maintain all files for planning/zoning inquiries as well as an up-to-date City zoning map and City limits map.
3. Code Administration/Enforcement – code official for the City, coordinating/enforcing the City’s various property maintenance, nuisance, safe housing, and other codes, with duties including but not limited to:
- a. Oversees and performs inspections/investigations for all City code inquiries and violations and interprets City policy in accordance with the strategic direction for orderly community development set by the City Council and to maintain the quality of life for residents, business owners, and visitors.
 - b. Conducts field investigations of potential code violations, gathers evidence, compare facts to City codes, and document findings in writing. Solicits input from Police Chief and Fire Chief on general public safety aspects.
 - c. Issue letters/warnings/code citations and advise/coordinate with violator on acceptable remedies and timeframes for compliance, as well as follow-up to ensure corrective actions have been completed.
 - d. Coordination with developers, owners, renters, contractors, and/or attorneys.
 - e. Participate in legal actions in conjunction with the City Attorney when necessary to correct violations and/or enforce various municipal codes and assist Mayor/City Attorney with adjudication hearings when necessary.
 - f. Recommend code updates/revisions to Mayor and City Council.
 - g. Supervise City code compliance staff in permit processing, code enforcement, and records retention, and provide guidance to the City code compliance staff as needed, in response to questions, complaints, and/or concerns of the public.
 - h. Maintain all files for code enforcement.
4. City Demolition Projects – serve as lead City staff member responsible for preparation of plans/specifications/bid packets for all City projects involving the demolition of structures. Monitors and serves as a liaison between the City and contractors, consultants, and/or architects. Monitors, inspects, and documents demolition activities.
5. City Building Projects – serve as lead City staff member responsible for preparing proposals/bid packets, review of plans/specifications, and review of submitted proposals/bids for all City projects involving new construction/land development, building additions/expansions, and/or repair/rehabilitation/remodeling including roof rehabilitation/replacement, and demolition projects. Monitors and serves as a liaison between the City and contractors, consultants, and/or architects. Monitors and inspects construction/demolition activities for all building projects on City properties and provides decision-making on all associated jobsites.

6. City Building Operations/Maintenance Program - determine building improvement/maintenance needs for all City buildings/structures, requirements, and priorities, and provide related cost estimates for the City's capital improvement planning process. Serve as lead City staff member responsible for the overall construction management, operations, and maintenance of all City-owned, leased and/or rented buildings, and generators to ensure efficient operations and to provide for the safety, health, and comfort of staff and the public within and outside facilities, including but not limited to City Hall, Police Department, Fire Department, City Center Park, City Center Plaza, Donor Pool, City/Dolan Park, Susnig Center/IVEDC facility, Blackorby Fields, Wock Lake, Wittman Park, Lion's Club Park, Feyerabend Building, Vine Street facility, Centennial (Rotary) Park, Northmoor Park, JPD shooting range facility, public property/cemetery department facilities, street department facilities, refuse site facilities, and other City-owned property/structures. This includes new construction/land development, additions/expansions, repair/rehabilitation, and demolition projects. This also includes developing/establishing maintenance procedures and preventative maintenance schedules/programs/annual inspections for major building components including but not limited to electrical, plumbing, HVAC, roofing/gutters, windows/doors, sprinkler systems, irrigation systems, connection to utilities, and generators. Coordinates operations/maintenance schedules and procedures with department heads and third-party vendors, as needed.
7. City Center Management Activities – coordinate with/assist Director of Tourism and Community Development as related to the Objective and Key Results (OKR's) provisions of the City Center Master Plan document; coordinate on conceptual development and visual details/aspects of projects to ensure consistency with overall City Center plan; coordinate concept/visual aspects and signage associated with downtown beautification within City Center, including the State Street corridor, City parks, City parking lots, and the City Hall/JPD/JFD complex; and coordinate refurbishment/replacement needs for City welcome signs (currently at 5 locations).
8. Grant Funding – search for federal/state/local grant opportunities related to building renovation and preservation, demolition of residential/commercial properties, long-range planning, downtown/streetscape re-development, etc., and assist grant-writers and other City staff members with providing City information and support data needed for grant applications. Manage associated grant applications and administer awarded grants.
9. Legal Matters - coordinate with City Attorney regarding contractual and legal matters, violations, hearings, and court proceedings, involving buildings and properties, as well as code enforcement issues.
10. Jerseyville Economic Development Council, Inc. – perform tasks in support of the Jerseyville Economic Development Council and its projects, as assigned by the Mayor.
11. Executive head of the Department, and final authority on all matters of policy, operations, and discipline, subject to the rules and regulations of the City Council. Supervise, regulate, and manage the Department and all of its employees. Establish rules, regulations, and procedures as necessary to ensure Department efficiency and effectiveness.
12. Coordinate with other City staff and/or third-party providers to provide City building inspection and/or code enforcement needs when unavailable for inspections/investigations due to training, sickness, vacation, etc.

13. Formulate, update, and enforce codes/ordinances/resolutions related to the administration of the City's Subdivision/Land Development Ordinance, Zoning Ordinance, Stormwater Management Ordinance, Floodplain Ordinance, Building Code, Existing Structures and Property Maintenance Code, and other City Codes as applicable, as well as ADA regulations and the Illinois Accessibility Code, and the Illinois Drainage Law. Coordinate with Fire Chief and Director of Public Works, as needed. Provide recommendations to Mayor and City Council related to applicable building codes/updates, zoning regulations, permits/permit fees, and related software/tracking programs.
14. Assist City Clerk with review/updates for property insurance and liability insurance for all City buildings/facilities.
15. Coordinate with utility companies/electric suppliers and vendors and make recommendations to the Mayor and Commissioner of Finance as related to municipal electric aggregation options, as well as related rate bidding/contracts. Monitor City building energy usage and coordinate with utility companies on upgrades and energy efficiency/incentive programs.
16. Coordinate requests for communication tower leases on City property, and related contract negotiations and coordination with City Council and City Attorney.
17. Coordinate with the City TIF administrator and the Jersey-Greene Intermodal Enterprise Zone administrator, provide input, and review building/structure cost estimates and proposals, as requested.
18. Coordinate with the City Clerk annually regarding Jersey County property tax/assessment values for new construction projects completed within City limits in the previous year.
19. Assist the Director of Public Works in analyzing and creating plans for short and long-term infrastructure development including parks/recreation, downtown re-development, streets, stormwater/drainage, parking, and other public facilities. Participate in the City's capital improvement planning process.
20. Serve as City staff liaison to Jersey County staff/board members, for projects within the City's jurisdictional 1.5 mile buffer; for updates to City Hall computers that utilize the Jersey County GIS information/data layers; for County floodplain/mitigation updates; for Census Bureau/City limits mapping updates; and for assigning 911 addresses for new buildings/properties within the City and related coordination with the ETSB officer for the County.
21. Collaborate/network with local civic and business organizations, local business owners, governmental agencies, and other stakeholders as needed to explain/educate them as related to City building and planning/zoning processes. Represent the City and speak before clubs and groups on building and planning/zoning topics.
22. Ensures the maintenance of accurate and complete records of the department, as well as organizing/maintaining at City Hall all submitted plans/specifications for building and land development and subdivision projects.
23. Create/revise/maintain appropriate documents and forms required by the various functions of the department, including coordinating updates to the City's website.
24. Assists other City departments on both routine and special projects and events/festivals, as needed, including but not limited to City Clerk/City Hall staff, police department, fire department, tourism/community development department, parks/recreation department, and public works department.

25. Prepare annual department budget and coordinate budget with Mayor and Commissioner of Finance. Monitor department expenditures and coordinate annually with Commissioner of Accounts and Finance regarding department budget.
26. Take an annual inventory of department vehicles/equipment and propose new department vehicle/equipment needs to the Mayor.
27. Attend and participate in City Council meetings, as needed, to present requests, information, and updates.
28. Attend training sessions as needed to stay current with regulations and best/evolving practices in the building and planning/zoning fields and municipal code enforcement and maintain building code official certifications. Maintain all required licenses and certifications, as listed under "Job Qualifications – Required."
29. Perform normal duties/tasks of other City staff within the Department, as staffing needs dictate on a daily and weekly basis.
30. Maintain constant positive, informational community relations contact with City residents and visitors during normal working hours and after hours, via phone, email, and in-person meetings.
31. Coordination with third-party contractors, material suppliers, equipment dealers, and related vendors; as well as landowners, residents, and visitors. Communicate/cooperate with supervisors, co-workers, the public, and City contractors/vendors; and follow written/oral instructions.
32. Perform complicated tasks personally and/or assign tasks to properly trained City staff and contractors/vendors.
33. Responsible for proper personal security and safety on jobsites at all times, and staying current with Illinois OSHA training and best practices.
34. Availability for receiving phone calls, texts, emails, and in-person meetings from the public, City staff, City elected officials, City emergency responders, and contractors/vendors, both during and after regular working hours.
35. Coordinate local road/lane closure requests, and related notification of residents, emergency services, CUSD 100, and other affected groups, as needed for construction projects.
36. Work independently with minimal supervision, as well as in a team environment.
37. Work in a supervisory role, leading, directing, training, and mentoring City staff members.
38. Provide and maintain written records on "Documentation of Employee Behavior and/or Disciplinary Action" form when conditions warrant, for department staff.
39. Work outdoors and/or indoors.
40. Work beyond normal business hours, as needed.
41. Adhere to all provisions of the current version of the City's Personnel Policy Manual, as well as Resolution A.
42. Adhere to all provisions of the current version of the City's Drug and Alcohol policy.
43. Perform other duties as assigned in the normal course of work by Supervisor(s), Mayor, and/or Council Member(s).

Job Qualifications – Required:

1. High school diploma, or GED equivalent.
2. Valid Illinois Driver's License.
3. Valid International Code Council (ICC) Commercial Building certification and International Code Council (ICC) Building Inspector certification or obtain within 3 months of employment.
4. Attention to detail and excellent organizational skills.
5. Ability to manage multiple actions/projects simultaneously.
6. Ability to respond to an ever-changing and dynamic daily/weekly work schedule.
7. Sound judgment and problem-solving skills.
8. Demonstrated commitment to customer service and exceptional follow-through.
9. Ability to recommend and implement goals, objectives, and practices for providing effective and efficient implementation of both short-range and long-range planning activities.
10. Ability to establish and maintain a solid working relationship with elected and appointed officials, employees, and the general public.
11. Maintain ICC Commercial Building and ICC Building Inspector training and certification.
12. Residency requirement, must live within a five (5) mile radius of the Jerseyville City limits, but remain in Jersey County. Applicants living outside the five (5) mile radius will require City Council approval to be hired and if approved, will be given three (3) months after expiration of employee's probationary period to relocate within the five (5) mile radius of City limits. Hiring preferences will be given to applicants that are City residents when all other qualifications are equal.
13. Ability to read/understand construction plans/blueprints.
14. Demonstrated PC skills – working knowledge of Microsoft Word, Excel, and PowerPoint, as well as Adobe.
15. Ability to use the Internet as a research tool.
16. Ability to utilize the City's LOCiS and iWorQ software programs – specifically, the work order/tracking features associated with building, planning/zoning, and code enforcement issues.
17. Must be physically capable of traversing rough terrain; as well as entering/exiting foundation excavations, basements, crawl spaces, loft and storage areas, roof areas, and dark areas; kneeling; climbing ladders and stairs; accessing scaffolding; and other spaces common on building construction sites.
18. Must be physically capable of working outdoors in heat/cold extremes and windy conditions, as well as indoors in heat and humidity extremes.
19. Must be tolerable of noisy environment, dust, fumes, odors, etc.
20. Must be able to lift/carry fifty (50) lbs.
21. Ability to handle special situations (i.e., hostile/distressed residents, landowners, contractors).
22. Must be able to maintain confidentiality regarding resident information, business information, and personal employee information.

Job Qualifications – Preferred:

1. A degree in public administration, urban/regional planning, construction management, or related field; or a minimum of five (5) years of construction or facility management or community development experience, or other experience relevant to department.
2. Working knowledge of GIS applications and other technology related to local government administration.
3. Valid ICC certifications as Residential Building Inspector, Commercial Building Inspector, and Electrical Inspector.
4. Thorough knowledge of comprehensive planning, land use, zoning, construction methods and techniques, and capital improvements.
5. Thorough knowledge of the operation of building systems, HVAC systems, electrical, plumbing, framing, foundations, and demolition.
6. Thorough knowledge of ICC building codes.