



# VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

## RECRUITMENT NOTICE – April 5, 2024

### DIRECTOR OF BUILDING & LIFE SAFETY

#### About the Village of Arlington Heights

The Village of Arlington Heights, Illinois is a vibrant and thriving community located 25 miles northwest of downtown Chicago. Arlington Heights is one of the largest Chicago suburbs and one of the most desirable places to live in the Chicago area. More than 77,000 people are proud to call the Village of Arlington Heights home. Arlington Heights is a family-oriented community where residents feel a sense of pride. Over 9 in 10 residents favorably rated the overall quality of life in Arlington Heights, Arlington Heights as a place to live, and as a place to raise children (National Community Survey, 2023). With shopping, businesses, a vibrant downtown, award-winning schools, a library, a park district, and a hospital—Arlington Heights is a place where young families establish their roots for generations to come.

The Village of Arlington Heights employs more than 450 people who provide excellent service to the residents of this community. In addition to the Building & Life Safety Department, Village employees in Public Works and Engineering, Police, Fire, Finance, Human Resources, Planning and Community Development, IT, and more, are dedicated to serving the residents of Arlington Heights. 90% of Village residents recently rated the customer service they received from the Village of Arlington Heights as good or excellent (National Community Survey, 2023).

#### Why Join our Team?

The Village of Arlington Heights offers competitive pay, opportunities for professional development, and a diverse and competitive benefits package, including health and dental insurance, paid vacation, and participation in the Illinois Municipal Retirement Fund pension plan. The salary range for this position is \$135,395 - \$196,323, with an anticipated hiring range of \$140,000 - \$150,000 depending on qualifications and experience. Hybrid work arrangements for this role are available. Residency in Arlington Heights is not required for this position.

#### About the Position

The Village is seeking its next Director of Building & Life Safety to lead a team of professionals in a fast-paced department. As the Director of the Building & Life Safety Department, you will play a pivotal role in planning and directing all functions and operations of the department. The Director of Building & Life Safety oversees three teams in the department focused on: Building & Property Services, Fire Safety Services, and Permits & Licensing. Reporting to the Village Manager, you will supervise and coordinate the workflow of department staff, set departmental goals, and ensure compliance with building codes and regulations. The Director of Building and Life Safety oversees a department of 19 professionals.

Last year, the Department processed more than 5,000 building permits and performed over 3,000 annual inspections. In 2023, the Village of Arlington Heights Building & Life Safety Department became the first in Illinois to be accredited by the International Accreditation Service for its high-quality professional services. The department was awarded the IAS Recognition for quality, permitting, plan review, inspection and property maintenance Code enforcement services.

This position is available due to the upcoming retirement of the current Director. The new Director of Building & Life Safety will have the opportunity to build on recent successes in the department, including the successful launching of Energov software for permitting and licensing, customer service improvements, and an increase in inspectional capacity due to cross training of Inspectors.

***The Village of Arlington Heights is an equal opportunity employer and strives to be a welcoming and inclusive place for all, improving how we recruit, empower, and retain the most diverse and very best talent, ensuring careers in public service will continue to attract the brightest for coming generations.***

***Any offer of employment is conditional upon passing a background and pre-employment drug screen.***



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Key responsibilities of the Director will include:

- Acting as the Building and Fire Code Official for the municipality.
- Supervising and coordinating the work of department staff, setting goals and priorities based on departmental functions.
- Overseeing the plan review process, including building permit applications and site plans, and approve permits as appropriate.
- Providing guidance and advice to staff, citizens, and contractors regarding established building codes and regulations.
- Enforcing codes pertaining to building, electrical, fire safety, and plumbing, ensuring compliance with all relevant ordinances.
- Tracking and monitoring inspectors' responses to complaints by residents, determining patterns and selecting appropriate action for resolution or compliance.
- Consulting with architects, contractors, and individuals on technical aspects of projects and interpret code provisions as necessary.
- Attending meetings with staff, managers, and municipal authorities to advise and inform on building issues.
- Monitoring progress of construction work in the municipality to ensure code compliance and overseeing the work of building and fire inspectors.
- Developing and monitoring the department budget, recommending modifications as required.

## **Ideal Candidate**

The ideal candidate will possess a strong background in building inspection, code enforcement, and municipal management, coupled with a demonstrated track record of strong leadership skills. Candidates should have considerable knowledge of budget preparation and knowledge of the principles and practices of Human Resources Management, so as to effectively lead a department.

Our ideal candidate will have more than ten years of related building experience, including at least three years in a supervisory role, or an equivalent combination of education and experience. Qualified candidates will have knowledge of national and local building, fire, electrical, and plumbing codes and ordinances and expertise in methods and materials used in building design, construction, electrical, fire, and plumbing installations. Prior experience with fire prevention is highly preferred.

Our ideal candidate is a strong communicator with excellent interpersonal skills, capable of liaising effectively with colleagues, stakeholders, and the public. Above all, you will have a commitment to professionalism and integrity and a dedication to serving our community with excellence.

## **How to Apply**

If you are ready to take on this exciting challenge and make a positive impact in our community, we encourage you to apply for the Director of Building and Life Safety Department with the Village of Arlington Heights.

To apply for this position, please apply on the Village of Arlington Heights website by April 29, 2024. This position is open until filled, however, the first review of applications will take place on that date. Please include a detailed cover letter and resume outlining your qualifications and experience and at least three professional references. For more information about this position, please reach out to Beth Cooper, HR Generalist (847-368-5155, [bcooper@vah.com](mailto:bcooper@vah.com)) or Kelly Livingston, Director of Human Resources (847-368-5152, [klivingston@vah.com](mailto:klivingston@vah.com)). For more information about the Village of Arlington Heights, visit our website at [www.vah.com](http://www.vah.com) or visit [www.vah.com/careers](http://www.vah.com/careers) to apply.

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**Director of Building & Life Safety  
Recruitment Notice  
First Review of Applications:  
April 29, 2024**

# The Village

## About the Village of Arlington Heights



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# The Village

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# About the Position

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The Director of Building & Life Safety oversees three teams in the department focused on: Building & Property Services, Fire Safety Services, and Permits & Licensing. Reporting to the Village Manager, you will supervise and coordinate the workflow of department staff, set departmental goals, and ensure compliance with building codes and regulations. The Director of Building and Life Safety oversees a department of 19 professionals.

# Our Ideal Candidate

Qualified applicants will have:

- A strong background in building inspection, code enforcement, and municipal management, coupled with a demonstrated track record of strong leadership skills.
- Considerable knowledge of budget preparation and knowledge of the principles and practices of Human Resources Management, so as to effectively lead a department.
- More than ten years of related building experience, including at least three years in a supervisory role, or an equivalent combination of education and experience.
- Knowledge of national and local building, fire, electrical, and plumbing codes and ordinances and expertise in methods and materials used in building design, construction, electrical, fire, and plumbing installations. Prior experience with fire prevention is highly preferred.
- A strong communicator with excellent interpersonal skills, capable of liaising effectively with colleagues, stakeholders, and the public.
- A commitment to professionalism and integrity and a commitment to serving our community with excellence.



# The Director

## Key Responsibilities

Key responsibilities of the Director will include:

- Acting as the Building and Fire Code Official for the municipality.
- Supervising and coordinating the work of department staff, setting goals and priorities based on departmental functions.
- Overseeing the plan review process, including building permit applications and site plans, and approve permits as appropriate.
- Providing guidance and advice to staff, citizens, and contractors regarding established building codes and regulations.
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# About the Department

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# Working at the Village of Arlington Heights

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# Application Details

Application Due Date  
April 29, 2024

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For more information about this position, please reach out to:  
Beth Cooper, HR Generalist (847-368-5155, [bcooper@vah.com](mailto:bcooper@vah.com))  
Kelly Livingston, Director of HR (847-368-5152, [klivingston@vah.com](mailto:klivingston@vah.com))

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