

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 1407  
Job Title: Commissioner, Building and Zoning  
Salary Grade: 24  
Bureau: Economic Development  
Department: Building and Zoning  
Dept. Budget No. 160  
Position I.D. 9502113  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The Commissioner of Building and Zoning is responsible for providing and instituting rules and regulations governing the erection, construction, alternation, demolition or relocation of all buildings and structures within designated single family, multi-family, commercial, industrial, and public zoned districts in unincorporated Cook County. This includes the examination of drawings and plans, the diligent inspection of all buildings, structures and mechanical installations, Establishes and enforces administrative policies procedures and budget for the department.

### **Key Responsibilities and Duties**

Administers and manages all offices and employees within the department.

Pursuant to the mandate of the Building Code and Board of Commissioners, is vested to direct and supervise employees.

Reviews for final approval and issuance of building, plumbing and electrical permit applications.

Verifies that permit applications, plans and drawings and all other related documents conform to the requirements of all pertinent ordinances and laws.

Signs for approval and issues certificates of Compliance and Temporary Certificates of Compliance so that no building or structure shall be occupied or used in whole or in part until a certificate has been issued.

Develops and administers departmental budget to establish necessary line items and monies required to administer the department.

Renders administrative decisions relating to the Cook County Building Code and Cook County Zoning Ordinance.

Reviews and decides on rules with references to materials and workmanship in construction an in lot, use and bulk requirements of the Zoning ordinance.

Provides for the establishment of a schedule of fees to establish necessary equitable fees for permit reviews, programs and registrations, and penalties for violations of the ordinance.

Facilitates all necessary meetings with other County department and agencies regarding building permits, complaints and/or property violations.

Coordinates efforts and to ensure that all provisions and requirements of all codes and ordinances are adhered to.

Insures that diligent field inspections occur as necessary and required.

Provides for final and periodic inspections of buildings, structures, equipment, sites or parts thereof as prescribed by the ordinance.

Serves as Secretary to the Building Ordinance Committee for the purpose of considering amendments, appeals, and approval of new building materials or methods.

Develops new ordinances and programs as needed to protect and promote health, safety, and welfare of the residents of unincorporated Cook County.

Handles departmental media issues with tact and courtesy under the Freedom of Information Act an in accordance with standards set by the President of the County Board and the Bureau of Administration.

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles, practices and procedures of the Department of Building and Zoning.

Extensive knowledge of the Cook County Building Code and Cook County Zoning Ordinance.

Thorough working knowledge of the construction industry; ability to review architectural drawings, plans, and other related documents, and familiarity with materials and methods of workmanship.

Skill in planning, developing and completing complex assignments with minimal direction; skill in delegating and managing of projects, and deadlines.

Thorough knowledge and the ability to quickly and effectively utilize the policies, protocols, systems procedures and technical vernacular of the Department of Building and Zoning.

Skill in representing the Department to the County and outside agencies and groups, relating information of a technical nature.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, Public Administration, Business Administration or related field PLUS, ten years' experience in all phases of building and construction industry to include five years supervisory responsibility **OR**, an equivalent combination of education, training and experience.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**