

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 1405  
Job Title: Building Code Administrator  
Salary Grade: 21  
Bureau: Economic Development  
Department: Building and Zoning  
Dept. Budget No. 160  
Position I.D. 9502124  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

The Building Code Administrator reports directly to the Commissioner regarding the daily duties. This is a necessary component in an agency that issues building permits, reviews building plans, inspects premises and issues violations. Reports and investigates irregularities and improprieties to the Commissioner.

### **Key Responsibilities and Duties**

Reports to the Commissioner to discuss all architectural and structural plans, examinations, engineering, cost estimating and other related matters.

Ascertain conformity of all drawings and plans with Cook County Building and Zoning Ordinances.

Assists the Commissioner in serving the public and sister agencies. Assists the Freedom of Information Act Officer with matters for the department; has access to confidential records.

Examines blueprints or specifications of new building or contemplated repairs of old ones for conformance with Zoning Ordinance and Building Codes.

Observe work in progress to ensure that correct procedures are followed and materials used conform to specifications.

Interprets the direction of the Commissioner and administers and enforces all rules regarding materials and workmanship in construction.

Researches changes in building practice and technology and recommends changes in the building codes as appropriate.

Performs related duties as required.

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

Skill and proficiency in reading and interpreting construction documents.

Skill and proficiency in communicating effectively in technical terms.

Extensive experience in the construction industry and training in construction inspections.

Ability to ascertain conformity of all drawings and plans with the Cook County Building Code.

Skill and proficiency in comprehending and interpreting building plans, plats of surveys, site plans and other items associated with zoning determinations.

Ability to make intelligent and independent decisions in difficult matters with tact and courtesy.

Ability to explain and interpret the regulations of the Zoning Ordinance and Cook County Building Code.

Ability to communicate in writing in a concise and grammatically correct manner and review written correspondences of other professionals.

Ability to engage in a dialogue with architects, structural engineers, professional engineers and contractors representing all construction disciplines.

### **Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS a minimum of four (4) years' experience in the field of construction/building **OR**, an equivalent combination of education, office management, training and experience.

### **Preferred Qualifications**

Bachelor's degree.

Prior supervisory or managerial 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.**