

## Kendall County Job Description

**TITLE:** Code Official  
**DEPARTMENT:** Planning, Building and Zoning (PBZ)  
**SUPERVISED BY:** Director/Zoning Administrator  
**FULL TIME/PART TIME:** Part Time  
**FLSA STATUS:** Non-Exempt  
**UNION STATUS:** Non-Union  
**APPROVED/REVISED:** May 16, 2023

### **I. Position Summary:**

Under the supervision of the PBZ Director/Zoning Administrator, this position manages, coordinates, and conducts building related activities related to the Kendall County Zoning Ordinance and other applicable local, state, and federal building and zoning regulations. Under general supervision, the Code Official performs work of moderate difficulty in reviewing building permit applications, plan review, and inspecting new and existing structures for compliance with all applicable codes and ordinances.

### **II. Essential Duties and Responsibilities:**

- A.** Explains, applies, and enforces the Kendall County Zoning Ordinance and all other applicable local, state and federal building and zoning codes, ordinances and regulations.
- B.** Interprets and applies all provisions of the building, electrical, plumbing, and related codes and advises the Planning, Building, and Zoning Committee on building code matters.
- C.** Enforces zoning, subdivision, flood plain, building, erosion control, storm water management, and related codes at county, state, and national levels.
- D.** Performs plan reviews and inspections and issues permits accordingly.
- E.** Researches and updates pending building code revisions.
- F.** Coordinates with the Office Assistant to schedule inspections and manage the inspection calendar.
- G.** Coordinates outside plan reviewers to schedule and perform inspections in their absence.
- H.** Consults with and advises property owners, builders, architects, engineers, attorneys, surveyors, to ensure project compliance.
- I.** Responds to technical inquiries regarding code and ordinance interpretation.
- J.** Prepares and issues building and sign permits.
- K.** Reviews permit applications, plans, drawings, and other documents for completeness, accuracy, and code compliance.
- L.** Performs final inspection of construction projects at completion and issues certificates of occupancy.
- M.** Conducts investigations of alleged violations such as non-permitted construction, excavation, trailers, dumping, fences, signs, junk vehicles, and weeds, permitted signs and mobile homes, campground and building inspections, etc.
- N.** Prepares and issues ordinance violation citations, as authorized by applicable Kendall County ordinances, and provides testimony in legal proceedings regarding such violations.
- O.** Performs property record searches to determine accuracy of data such as location, ownership, district, and legal description.
- P.** Evaluates the building code compliance process and provides recommendations for improvements to County building and zoning related procedures, which

## Kendall County Job Description

- recommendations are given particular weight by the final decision-maker.
- Q.** Prepares and maintains records regarding and relating to all job duties performed by the Code Official including, but not limited to, inspection logs, photographs of violations, reports of findings, records of permits, plan reviews, inspections, etc.
  - R.** Travels throughout Kendall County to perform assigned job duties.
  - S.** Operates Kendall County vehicles safely and arranges for maintenance and repairs of said vehicles.
  - T.** Complies with record retention and destruction procedures in compliance with Illinois Local Records Act and adheres to all work and safety policies.
  - U.** Maintains regular attendance and punctuality.
  - V.** Maintains positive and professional working relationships with Kendall County's employees, vendors, and the public.
  - W.** Attends conferences, seminars, training, meetings and prepares reports as needed.
  - X.** Maintains regular communication with supervisor.
  - Y.** Performs other duties, as assigned.

### **III. Supervisory Responsibilities:**

This job has no supervisory responsibility.

### **IV. Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### **A. Language Skills:**

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, citations, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

#### **B. Mathematical Skills:**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to count money and make change.
4. Ability to prepare and analyze statistical data and reports.

#### **C. Reasoning Ability:**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.

## Kendall County Job Description

**D. Certificates, Licenses, and Registrations:**

1. Current and valid Driver's License and good driving record is required.
2. Must have or obtain certification by ICC or a comparable organization as a qualified building official or inspector of residential and non-residential structures before the conclusion of the probationary period of employment.
3. Any and all other certificates and registrations as required for the specific duties performed.

**E. Skills, Knowledge, and Abilities:**

1. Strong organizational skills and attention to detail.
2. Knowledge of zoning and related regulations and of the provisions of the County Zoning Ordinance.
3. Knowledge of the principles and practices of construction, repair and land survey.
4. Knowledge of construction, development regulations, and building plans, trades and codes including BOCA, CABO, National Electric Code, and others.
5. Ability to comprehend complex code problems, to identify alternative solutions and prepare appropriate recommendations.
6. Knowledge of building and property maintenance codes and ordinances.
7. Ability to analyze and interpret plans and determine whether plans conform to the provisions of applicable codes and ordinances.
8. Basic knowledge of the County geography.
9. Knowledge of applicable federal, state and local laws, rules, regulations, codes and/or statues.
10. Ability to investigate code violation complaints.
11. Ability to work with confidential information.
12. Ability to establish and maintain effective working relationships with Department staff, other Departments, Elected Officials and others such as contractors and the general public.
13. Ability to use MS Word Excel, Outlook, PowerPoint, and Teams.
14. Ability to manage projects and multiple priorities simultaneously.

**F. Education and Experience:**

1. A minimum of a high school diploma, general education degree (GED), or equivalent is required.
2. A minimum of at least four (4) years in construction and building experience is required.
3. A minimum of at least two (2) years building/code inspector experience is preferred

**V. Physical Demands:**

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours in meetings, office and/or in a vehicle;
2. Occasionally lift and/or move up to 40 pounds;
3. Frequently lift and/or move up to 10 pounds;

## Kendall County Job Description

4. Stand and walk on uneven ground and at development sites;
5. Use hands to grip, handle, push, and feel;
6. Reach, push and pull with one and/or both hands and arms;
7. Bend over at the waist and reach with one and/or both hands and arms;
8. Climb and balance at development sites;
9. Able to climb and work from ladders, scaffolding, and personal lifts;
10. Stoop, kneel, crouch, and/or crawl;
11. Talk and hear in person and via use of telephone;
12. Must be able to safely and proficiently use Kendall County vehicles and all other equipment needed to person assigned job duties
13. Specific vision abilities include close and distance vision, depth perception; and
14. Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

### **VI. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Inside and outside environmental conditions, which includes during extreme weather.
2. Will be exposed to driving and onsite construction conditions.
3. May be exposed to dust, fumes, odors, mold, smoke, gases, and chemicals.
4. The noise level in the work environment varies from quiet to noisy.
5. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
6. Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
7. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc: personnel file, employee**