



Seeking highly qualified individual to fill the position of

Building Services Manager

Equal Opportunity Employer

The Building Services Manager is the Chief Building Official for the oversight of the Building Services Department. Performs and oversees all aspects of the Building Services Department including code enforcement, building plan review, inspections and permit application services. Supervises staff including Code Enforcement Officials, Administrative Staff and contracted inspection services. Full time position with benefits. Salary dependent on qualifications.

QUALIFICATIONS

- High school diploma or equivalent (Degree preferred)
- Preferred applicants will have at least five (5) years municipal inspection experience or combination of education and experience in related field
- ICC Certified Residential and Commercial Building Inspector preferred or ability to obtain the same within six (6) months of hire date
- 5 years supervisory experience
- Possess effective verbal and written communication skills
- Excellent customer service skills mandatory for this position
- Proficiency in modern business applications, including but not limited to Microsoft Office
- Ability to multi-task efficiently and effectively in a high activity work environment
- Possess a valid driver's license with excellent driving record

Candidates should apply immediately to HR@villageofmonee.org with resume, cover letter and contact information for three professional references. Application period will close at 5pm April 22, 2019.