



TRUSTEES

JUDY ABRAHAM

PATRICIA CHAO-MALAVE

JUDY MILLER

ANDREA SENIOR

JARRY SHELBY

LAKECIA WHIMPER

VILLAGE CLERK
KEVIN MCGRIER

VILLAGE ADMINISTRATOR
LETISA JONES

FINANCE
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BUDGET OFFICER
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Village of Broadview

Municipal Building

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KATRINA R. THOMPSON, President (Mayor)

Building Commissioner

JOB SUMMARY:

The Building Commissioner is a full-time position responsible for the supervision of all daily operations in the Building Department. Supervises the administrative clerks, code enforcement officers and inspectors. Supervising includes daily activities such as inspections, plan reviews, record keeping, enforce building zoning codes and ordinances.

With minimal direct supervision; expected to work independently. Physical demands include inspections, lifting 25-50 pounds, and working in various weather conditions. This position reports work under the direct supervision of the Village President/Mayor.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

- Overall administration of the Building Department, including enforcing construction regulations and handling departmental issues.
- Prepares the Building Department budget and evaluates staff performance.
- Responsible for inspections, plan reviews, and code enforcement.
- Inspects buildings for compliance with codes and oversees contractors.
- Investigates complaints and coordinates with the Director of Public Works.
- Schedules pre-construction meetings and maintains records of construction developments.
- Administers and enforces Building Code provisions.
- Reviews development plans and meets with architects and contractors to resolve issues.
- Processes applications for signs and special events in a timely manner.
- Represents the Village in professional organizations and at municipal functions.
- Completes special projects and provides customer service to the community.
- Inspects structures for dangerous conditions and initiates enforcement proceedings.
- Drafts violation notices and appears in court as needed.
- Promotes networking with governmental bodies and assists in emergencies.
- Coordinates responses to emergencies and compiles incident reports for the Mayor.
- Considerable knowledge of building construction, safety engineering, and applicable codes.
- Skills include interpreting codes, effective communication, and managing multiple tasks.
- Required certifications include Accredited Certified Building Official (CBO) and Building Code Official.