

**CITY OF MONMOUTH
VACANCY ANNOUNCEMENT – AUGUST 20, 2018
BUILDING OFFICIAL & ZONING DIRECTOR**

Successful candidate manages, administers and coordinates the Building Code, Zoning Ordinance, subdivision plats, electrical code, plumbing code, mechanical code, building plans examination, flood plain management, sign regulations, site plan review, rental inspection and nuisance abatement programs for the City.

Also, will review plans, permit applications, supporting documents submitted, record comments, report findings and issue permits as applicable. In addition, candidate will prepare notices, orders, correspondence and other documentation to convey information, decisions, directions, actions and/or orders as appropriate. Candidate will serve as lead support staff person providing information and making recommendations to the Plan Commission and Zoning Board of Appeals. He/she will inspect new construction, renovations, rehabilitations, additions, replacements and installations and record findings and comments as well as examine specifications, blueprints and plans for all construction activity related to the issuance of building, mechanical, electrical and/or plumbing permits for residential, commercial and industrial projects.

Must possess a high school diploma or GED equivalent, certification of construction discipline from accredited trades institutions, and/or significant experience, training and/or knowledge of construction disciplines with the willingness and ability to acquire multiple certifications; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. A valid Illinois Drivers License or the ability to acquire one is necessary. Interested persons should complete and submit the attached application as soon as possible to: **Lew Steinbrecher, City Administrator, 100 E. Broadway Avenue, Monmouth, IL 61462.** Applications received until position is filled. Salary is dependent on qualifications.



CITY OF MONMOUTH

100 East Broadway, Monmouth, Illinois 61462

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company			Phone ()		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone ()		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone ()		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					

MILITARY SERVICE

Branch		From		To	
Rank at Discharge			Type of Discharge		
If other than honorable, explain					

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.