



Position Description

Job Title	Building Inspector
Department	Community Development
Employment Status	Part-Time
Exempt/Non Exempt Status	Non-Exempt

Scope of Work

This position involves responsible administrative and investigative work in the inspection of all Village residential, commercial and industrial properties, performed to secure and maintain compliance with zoning codes and codes governing building trades such as plumbing, electrical, building structures and heating/ventilating. This work helps insure that all Village buildings and structures (under construction or renovation) comply with established codes and ordinances.

This position is involved in the inspection of buildings in the course of construction, alteration or renovation/repair to determine whether plans, workmanship and materials conform with all existing code requirements. This position interacts with contractors and developers regarding code compliance issues and inspection requirements.

Supervision

Received	Community Development Director
Exercised	None

Essential Job Functions

- Inspects buildings in the course of construction, alteration and repair for compliance with one or several of various construction codes that may govern for conformity to existing code requirements (building construction, structural, electrical, or heating, ventilation and air conditioning).
- Inspects the work of various trades to ensure adequate conformity to the design at both the preliminary phases of construction, when the building framing is complete and at the final stages.
- Inspects existing dwellings and premises for compliance with Village codes and ordinances.
- Inspects all buildings and structures for defects in work quality and/or materials and for compliance with electrical and/or HVAC code requirements
- Coordinates final occupancy inspections with the Fire Marshal to ensure fire code compliance is

obtained prior to the issuance of any permit.

- Investigates complaints regarding Zoning or Building Code violations
- May issue stop work orders for work without permits or in an unsafe manner.
- Issues citations to code violators who have not voluntarily complied with code requirements
- Deals with contractors in making corrections to ensure conformity with regulations and plans.
- Deals with the public on matters relating to building regulations.
- Makes final inspections of construction to check overall code conformity and takes necessary steps to correct violations.
- Reviews plans to determine conformance with codes prior to issuance of building permits and recommends modifications.
- Ensures conformance with zoning and land use requirements.
- Prepares periodic inspection reports.
- Answers inquiries from the public regarding construction and zoning and meets with property owners who are building fences, making structural improvement, etc. to review their construction or renovation plans.
- Confers with other inspectors and owners of property relative to the interpretation and application of building codes and related laws, ordinances and regulations, and with respect to the correction of defects or abnormalities found.
- Inspects properties in response to complaints to determine the existence of conditions which are in violation of Village codes.
- Documents code violations by issuing citations to ensure property owners know what they must do to comply with the code.
- Collects and prepares data, photographs and related documentary evidence on cases of non-compliance for use in court and testifies in court hearings regarding the specifics detailed in citations that have been issued and challenged.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

High School Diploma or equivalent supplemented by technical or community college level courses in building construction, electrical, mechanical or structural engineering or related areas. Two years of experience in the construction industry performing skilled construction trades work, or in comparable code enforcement work; or an equivalent combination of training and/or experience.

Knowledge of

- Building/zoning codes and ordinances and their application
- The methods, techniques, and procedures used in building inspection
- The methods, techniques and procedures in building construction and maintenance
- Building construction techniques, methods and materials including specialized knowledge in structural, electrical, building, and/or heating, ventilation and air conditioning work
- Unacceptable building construction techniques and of effective corrective measures
- Nuisance codes and ordinances and state laws as they apply to buildings
- Descent, safe and sanitary provisions of the state public health code and of modern environmental protection concepts as it relates to water/sewer hook-ups.

Ability to	<ul style="list-style-type: none"> • Read and perform basic mathematics • Read blueprints and construction plans • Recognize hazardous conditions and to recommend proper corrective action • Write and speak clearly • Carry out inspections and enforcement actions with firmness, tact, thoroughness and impartiality • Establish and maintain accurate records and to give accurate and effective testimony at legal proceedings • Interpret and explain laws, ordinances and regulations • Establish and maintain effective working relationships with developers, contractors, property owners, fellow workers and the general public • Work with minimal or no supervision
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Necessary Special Requirements

- Possession of a current and valid Illinois motor vehicle operator’s license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand or walk; stoop, crawl, crouch or climb as part of the regular inspection routine.
- The employee must be reasonably ambulatory and possess normal hearing, vision, and manual dexterity.
- The employee is occasionally required to work in very awkward positions
- Work in and around construction sites requires some attention to detail to prevent accidents or injuries