



Job Description

Position Title:	Building Inspector
Department:	Building and Permits
Reports to:	Building and Permits Manager
FLSA Status:	Non-Exempt
Status:	Regular Full-Time
Grade:	VII
Hours of Work:	Primarily regular dayshift office hours with some evening and weekend work as needed.

Statement of Duties

Position is primarily responsible for conducting routine and complex plan review and inspections of commercial, industrial and residential buildings under construction, alteration or repair to determine compliance with applicable regulations and codes; including building construction, electrical, heating, and ventilation.

Supervision and Responsibilities

Employee works under the general direction of the Building and Permits Manager. Employee plans, prioritizes, and performs work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Unusual situations are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Employee does not exercise any supervisory responsibilities.

Employee has access to confidential lawsuits and client records. Errors can result in adverse public relations, personal injury/loss, delay of service, monetary loss, damage to buildings and equipment, missed deadlines, and/or legal repercussions.

Job Environment

Work requires inspecting, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines for performing work include a large body of policies, practices, and precedents that may be complex or conflicting, at times. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Work requires understanding, interpreting, and applying complex federal, state, and local regulations. Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to building construction inspections.

Employee may occasionally be required to work outside of normal business hours as required to perform duties.

Position has constant contact with the public, for the purpose of conducting inspections; explaining and enforcing codes and regulations; and responding to inquiries, requests, or complaints. Other contacts are with other village departments, and other governmental bodies for the purpose of exchanging information pertinent to position functions. Contacts usually occur in person, in writing, or on the phone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

1. Reviews plans for residential and commercial building projects to determine compliance with related codes, including ICC, State and local building code, NEC Electrical Code and local codes such as sprinkling, nuisance, clearing, grading, filling, burning, signage and zoning, etc.
2. Provides information and explanation regarding code requirements; meets with prospective builders, architects, engineers, developers and residents to discuss residential and/or commercial projects.
3. Performs on-site inspections of residential and commercial building projects; checks footings, foundations, framing, electrical hookups, mechanical systems, grading, insulation, rough electric work, accessory structures; and other inspections as needed.
4. Maintains records of building and inspection activity and completes related reports.
5. Drafts preliminary ordinances on code revisions and amendments.
6. Regularly participates in professional development activities.

7. Assists in researching problems and complaints regarding commercial and residential buildings, building construction, and code compliance.
8. Performs the duties of a plans examiner, or mechanical or electrical inspector as needed and qualified.
9. Assists in resolving complex and sensitive customer service issues, either personally, by telephone, or in writing.
10. Maintains records and documents of customer service issues and resolutions.
11. Assists in administering the clerical portion of the permitting function, including application processing, fee assessment and collection, and permit issuance.
12. Performs similar or related duties as required.

Physical and Mental Requirements

Employee works in and out of doors conducting inspections, and in a moderately loud office setting while performing administrative functions. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, and reach while performing duties. Employee occasionally lifts up to 30 lbs., and seldom lifts up to 60 lbs. Normal vision is required for this position. Equipment operated includes light trucks, automobile, hand tools, office machines, and computers.

Occupational Risk

Employee is exposed to outdoor weather conditions, potentially dangerous situations or people, high places, fumes or airborne particles, moving mechanical parts, and the risk of electric shock.

Education and Experience

A candidate for this position should have a High School diploma or equivalent with additional training in building construction and related areas, ICC certification as Inspector. At least three years of experience in general construction, code enforcement or related fields, including two years of customer service experience or any equivalent combination of education and experience.

Required Certifications

- Valid Illinois driver's license
- ICC Certification

Key Knowledge and Skills

Knowledge of:

- Building and general construction codes
- Health and safety regulations

- Zoning and subdivision regulations
- General construction practices, including carpentry, cement, mechanical, and electrical work
- Knowledge of the materials, methods and practices used in all phases of building construction
- Modern office practices

Skill and ability in:

- Applying knowledge of building codes, zoning and land use applications
- Operating tools and equipment required of the position
- Communication, customer service and interacting tactfully with the public and co-workers
- Use of computer software programs and office applications
- Enforcing codes and regulations fairly and impartially