

PART-TIME BUILDING INSPECTOR BUILDING DEPARTMENT

APPLICATION DEADLINE: FRIDAY, APRIL 20TH ~ 4:30PM

The Village of Bartlett is seeking qualified applicants for the position of Part-Time Building Inspector to perform the following duties:

- Enforce the Village's adopted building codes and zoning ordinances
- Conduct field inspections for new construction, alterations, additions, and improvements to ensure compliance
- Review plans
- Respond to requests for information
- Compile information for reports
- Communicate effectively with residents
- Provide support to the building department

Minimum qualifications:

- High school diploma or equivalent (Bachelor's degree preferred)
- Possess at least five (5) years municipal inspection experience
- ICC Certifications are plus
- Ability to effectively multi-task in a high activity work environment
- Excellent customer service skills a must
- Proficiency in modern business applications: including but not limited to: Microsoft Outlook, Word, and Excel
- Possess excellent oral and written communication skills
- Possess visual and hearing acuity equivalence to perform competencies
- Ability to successfully complete the Village's screening process including a background check and pre-employment physical

The position requires an average of 18 hours per week, with the schedule to be determined by the needs of the department. Some flexibility is REQUIRED.

Starting pay: \$35.00 per hour.

Interested candidates must apply **online** at the following link: www.village.bartlett.il.us/. Under the "How Do I" Tab at the top of the page, click on the link to **employment opportunities** and use the "**apply now**" tab under the job posting. Please submit a **completed** application along with any supporting documents (resume, cover letter, etc.).