



2 E. MAIN STREET
ST. CHARLES, IL 60174
630.377.4400
STCHARLESIL.GOV

Employment Opportunity
Building Inspector
Community Development Department
Full-Time

The City of St. Charles strives to hire highly skilled, competent, dedicated, customer-oriented staff who pride themselves on performing their duties to the highest level of excellence. If you seek a rewarding opportunity in public service with a great team, you may be the candidate we are looking for!

This position is responsible for technical enforcement work in the review and inspection of existing residential and non-residential structures, new building construction, site improvements, and violations to determine and secure compliance with the municipal codes and regulations.

- Lead and coordinate the review of submittals for permit applications
- Conduct plan reviews for all types of construction, includes review, coordination, compile and communicate staff comments
- Conduct framing, mechanical, electrical, concrete and structural inspections of buildings, other structures, and site improvements in the course of construction, alteration, and repair work as frequently as necessary to ensure it conforms to approved permit plans, codes, and zoning regulations, and then conduct final inspections
- Discuss and document issues (verbally and in writing), which are related to housing, building, zoning and site improvement inspection work with contractors, tenants, and property owners
- Maintain accurate records of work performed and prepare written reports for supervisor and others
- Investigate and take necessary action on complaints involving construction, zoning, and property maintenance
- Issue citations and testify in court as needed.
- In the absence of the supervisor, this position may be asked to become acting supervisor when the need arises.
- Supports other City departments/divisions in the abatement of emergency situations, such as snow plowing

Requirements

- High school diploma or equivalent with Associates Degree in construction, engineering, or related field preferred
- Five years of experience in construction related position, including field experience, and three years managing projects
- International Code Council (ICC) Certification in the appropriate fields of construction or obtain within one year of hire
- Knowledge of the materials, methods, and practices used in building construction and of stages of construction
- Knowledge of municipal ordinances, codes, and regulations pertaining to conditions of existing multi-family, construction of accessory building and zoning, and ability to apply requirements to specific situation and interpret where discrepancies exist
- Effective oral and written communication skills to explain and interpret codes to contractors, tenants, and property owners and to interact with elected and appointed officials, co-workers, agencies, other governmental units, and the public
- Ability to read and interpret building construction plans
- Ability to use MS Outlook, Word, Excel and input data into City's permit tracking system and ability to use GIS
- Work under varying environmental conditions and lift up to 20 pounds, with inspections requiring climbing, bending, and fitting into tight, small, low, high, and generally awkward spaces
- On-call 24 hours a day, 7 days a week (reporting no later than 60 minutes of the call-in)
- Possess a valid Class A CDL with appropriate endorsements or acquire one within 6 months of hire

If selected, successful completion of background investigation, physical, functional capacity evaluation and drug screen are required. CDL holders will be run through the Federal Motor Carrier Safety Clearinghouse pre-employment.

Salary and Benefits

\$35.02 - \$46.69 per the [Teamster's Collective Bargaining Agreement](#) with starting pay commensurate with experience.

Competitive package of benefits to include medical, dental, prescription, vision, wellness incentives, life insurance, retirement pension plan with Illinois Municipal Retirement Fund, other retirement savings options, and much more!

To see what it is like to work for the City of St. Charles check out our [YouTube Channel](#).

Apply on line at www.stcharlesil.gov/jobs no later than August 13, 2023.

Resumes and additional documents can be attached in the on-line application system. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

The City of St. Charles is an Equal Opportunity Employer.

Service, Tradition, Community: The St. Charles Strategic Plan