



CITY OF ROLLING MEADOWS

JOB OPENING

BUILDING AND ENGINEERING INSPECTOR

The City of Rolling Meadows Public Works Department seeks a professional, dedicated individual to perform the duties of the Building and Engineering Inspector. This full-time position will work under the general supervision of the Plan Review / Inspections Supervisor, within the Community Development Division of the Public Works Department.

Duties and Responsibilities: Duties include performing both building and engineering related inspections on residential and commercial properties; performing building and engineering plan reviews for smaller commercial and residential permits; entering inspection results into permit software; assisting residents, homeowners, developers, and contractors with projects, processes, plan reviews, permits and other related inquiries. The position will also assist in the issuance of permits; processing of contractor registrations and business/rental licenses; permit and inspection report filing; maintaining permit information both hard and electronic copies, and other various front counter/division related activities. This position requires a high energy and personable individual with excellent customer interaction, communication, and efficient writing skills. The successful candidate will have the ability to handle multiple tasks and to be highly organized, detail oriented, and possess good communication skills.

Qualifications: Qualified candidates will have a high school diploma or equivalent, with one to three years of inspection experience required, with a preference for candidates with site engineering plan review and inspection experience. Candidates must be proficient in the operation of a desktop computer; maintaining office records; operation of office equipment; and composing routine letters and other related correspondence. Experience with Tyler-Munis/EnerGov Software is a plus.

** For more detailed job description, see attached.

Benefits: The City offers a competitive pay and benefit package including vacation and sick leave, along with health insurance and IMRF pension. Employment is contingent upon successful completion of background check and drug screen.

The successful candidate will have high integrity and will foster open and honest communication throughout the organization. The candidate will strive to better the

organization through teamwork, customer service, and professional growth and development.

Minimum starting salary is \$69,978, and benefits are commensurate with the City's American Federation of State, County, and Municipal Employee (AFSCME) contract.

Submit cover letter and resume with a minimum of three references by Friday, April 16, 2021 to: Elizabeth Payne, City of Rolling Meadows, 3600 Kirchoff Road, Rolling Meadows, Illinois, 60008, or paynee@cityrm.org.

The City of Rolling Meadows is an Equal Opportunity Employer.

Posted: March 26, 2021