



RESIDENTIAL PLANS EXAMINER AND BUILDING INSPECTOR

Community & Position Summary

The Village of Lisle is seeking a professional to join the Development Services Department. The Residential Plans Examiner and Building Inspector is responsible for reviewing building plans and specifications for new and existing residential structures to ensure compliance with Village and Illinois State Building Codes. This position conducts a variety of inspections for the enforcement of all applicable Village codes and ordinances. This position provides superior customer service through positive interactions with the public and staff.

Lisle is a vibrant and dynamic community located in Chicago's western suburbs with a high quality of life. Called "The Arboretum Village," the community is situated along the prestigious I-88 Corporate Corridor just 26 miles west of Chicago's loop in DuPage County. With a nature-themed downtown, Lisle is home to 750 businesses located in a variety of business districts including corporate headquarters of AST, Navistar, REMPREX, Molex, SunCoke Energy, and Leeco Steel. Lisle has beautiful neighborhoods, three full-service hotels, Benedictine University, a growing local/independent restaurant scene, extensive recreational opportunities through the Lisle Park District, and excellent schools all within just a short train ride to downtown Chicago.

Key Competencies

Excellent analytical and technical skills, proven problem-solving ability to use sound judgement that results in effective decision-making, ability to maintain confidentiality of sensitive information and composure in stressful situations.

Knowledge of international building codes and zoning codes and their application. Ability to read and interpret blueprints, construction plans, plats of survey, site plans and related documents.

Knowledge of building constructions methods and materials; state, local, and ICC building codes; understanding of ordinances as they apply to buildings; knowledge of occupational hazards and safety precautions.

Outstanding communication skills in speaking, writing, and listening while exhibiting diplomacy and finesse; have the ability to break highly complex issues into more easily understood terms; ability to effectively work with diverse groups of citizens, employees, business owners, contractors and construction personnel.

Ability to understand, interpret, and apply administrative and departmental policies and procedures as well as federal, state and local laws, codes, and regulations; ability to read and interpret plans and specifications.

Strong organizational and time management skills; ability to multi-task, work independently, exercise good judgment, pay attention to detail, take initiative, navigate interruptions and deadlines.

Principal Responsibilities

Provides administrative support to the Development Services Department and assists staff as needed or requested.

Reviews plans, specifications and calculations to determine compliance with all applicable ordinances, codes and regulations to ensure sound construction practices. Prepares detailed plan review letters/correspondences to identify deficiencies or approvals.

Conducts inspections and enforces the Village's building codes, property maintenance code and zoning ordinances for residential, multi-family, commercial, and industrial property.

Explains and interprets codes and ordinances; meets with and assists builders, property owners, and contractors in altering construction plans to meet codes and ordinances

Answer public inquiries regarding codes and safety standards; and respond to public complaints regarding non-compliance with codes of possible defective and potentially unsafe building and housing conditions.

Identifies and Issues notices of violations in writing to responsible parties in violation of building and construction regulations under provisions of Village and State.

Minimum Qualifications

Associate or bachelor's degree preferred, with familiarity with building codes, zoning codes, and related industry terminology. Three to five years of experience performing architectural plan reviews and inspections to determine compliance with building and zoning code requirements. International Code Council (ICC) certification for property maintenance and housing inspector, residential building inspector, residential plans examiner or other related ICC certification preferred. Valid Illinois driver's license.

Physical Demands

The physical demands that must be met by an employee to successfully perform the essential functions of this job include regularly communicating, traveling from place to place, handling objects, and reaching with hands and arms. Must be able to exchange accurate information in these situations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally transport office products and supplies that weigh up to 50 pounds as well as operate office machinery.

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, up to fifty pounds. Ability to climb stairs and ladders.

Ability to perform a variety of physical and mental skills including but not limited to standing or sitting for extended periods of time, reading and writing, preparing and presenting material in a formal setting, performing complex mathematical computations, making sound decisions and using good judgment and demonstrating intellectual and communication capabilities.

Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as noise and temperature extremes, wetness, smoke, dust, chemicals, machinery or electrical currents can cause discomfort and where there is a risk of injury.

Notice

The Residential Plans Examiner and Building Inspector assists other staff members with special projects as needed. This job description is not intended to provide a comprehensive listing of activities, duties or responsibilities that are required of the Residential Plans Examiner and Building Inspector. Duties, responsibilities and activities may change at any time with or without notice.

Compensation

This is FLSA non-exempt with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick days. Hiring range for this position is \$62,500-85,935 DOQ. Expected hiring salary is \$62,500-\$74,219.

To Apply

The position will remain open until filled. Candidates are encouraged to apply online at www.villageoflisle.org and submit an application, cover letter, resume, and contact information for three professional references to hr@villageoflisle.org. Please reference Residential Plans Examiner and Building Inspector in the subject line of your email.

Post Offer Requirements

Post-offer candidates should be prepared to take a physical evaluation, including a drug screening, and undergo a thorough background investigation.