



## External Job Posting

Title: Part-time Plumbing Inspector  
Department: Community Development  
Hiring Range: \$30.00-\$51.00 DOQ  
Benefits: none  
Closing Date: Open Until Filled

**Description of Primary Purpose:** Ensures compliance with municipal codes and regulations. Conducts plumbing inspections and re-inspections of commercial, industrial, multi-family residences, public, institutional buildings, and temporary structures; checks for compliance with Village, state plumbing codes, ordinances and statutes as to plumbing hazards and plumbing protection equipment; obtains compliance through Code enforcement in a fair and equitable manner. This position is approximately 20 hours per week.

**Education and Experience:** Graduation from a four-year high school or GED. Preferred 3-5 years of professional experience in code enforcement, building inspection, community policing or related field in a municipal setting, or an equivalent combination of education, certification, and training. Broad experience with plumbing work, related inspections and demonstrated technical skills, abilities and municipal experience enforcing the State Plumbing Code is preferred.

**Preferred Knowledge and Skills:** Knowledge of the principles and practices of municipal code enforcement and methods for conducting in-field site inspections. Knowledge of plumbing methods, Village and state plumbing ordinances, statutes and regulations relating to plumbing. Knowledge of building construction, construction methods and materials, sources and types of plumbing hazards, devices and protection systems and equipment. Ability to identify hazardous conditions and to enforce codes and regulations firmly, tactfully, and impartially. Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans. Ability and willingness to learn municipal code requirements.

Willingness and ability to consistently provide a high level of customer service to the public through tactful but firm facilitation of code compliance as necessary. Ability to establish and maintain effective working relationships with property owners, occupants, contractors, the public and internal customers in achieving compliance with the plumbing code.

**Required Certificates, License and Registrations:** Valid State of Illinois Plumbing License for at least 7 years, State of Illinois Inspector Certification and a valid driver's License are required. Obtain additional code related certifications at other levels and in other disciplines to diversify skills as part of the Department's ongoing professional development program. ICC certifications in commercial and residential mechanical inspection is preferred.

### **Physical/Mental Requirements:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Fast-paced, customer-service oriented environment with a high degree of independent work through field inspection (using Village owned vehicle) of properties and construction sites. Also, spends time in office to

Human Resources  
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**Village of Libertyville**  
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Job #  
Part-time Plumbing Inspector

The Village of Libertyville is an Equal Opportunity Employer.  
Full Job Description available upon request.

document inspections and provide support for permit management. Inspections may be required to be performed in high places and the inspector may experience loud noises comparable to the conditions experienced by a typical Building Inspector. From time-to-time paid overtime is required to address special events, enforcement matters and inspections as needed.

On-the-job time is spent performing a variety of physical activities. Performing the work requires the employee to stand, walk, sit, talk, or hear; to use hand to finger, handle, feel or operate; to climb or balance; to stoop, kneel, crouch or crawl; and to reach with hands and arms. Must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Inspection aspect of the position will require use of ladders, climbing or descending steep slopes, navigating uneven ground, working on a precipice, or functioning in tightly confined places. An inspector may be exposed to cold, wet, hot, and humid weather conditions.

**How to Apply:** Interested candidates should submit a resume, cover letter, and three professional references to [jhoutz@libertyville.com](mailto:jhoutz@libertyville.com). Applicants must indicate Part-time Plumbing Inspector in the subject line of their e-mail.