

Village of Shorewood Building Inspector Job Description

JOB TITLE: Building Inspector

DATE: 6-26-19

REPORTS TO: Chief Building Official

DEPT: Building Services

Annual Salary Range: \$60,000 - \$80,000

JOB SUMMARY

The Building Inspector is a full-time, cross-trained position in the Building Services Department. The primary function for this position is to review plans and perform inspections of buildings and structures in the course of construction, alterations, or repairs to determine if plans, workmanship, and materials conform to all existing code requirements.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Conducts inspections for residential, commercial and industrial properties for building, electrical, and mechanical systems.
- Reviews building permit applications, issue building permits, and enforce Village ordinances requiring building permits.
- Interprets complex building plans, specifications and codes.
- Multi-tasks in a fast-paced, team environment, and communicates effectively.
- Keeps detailed, technical and accurate records.
- Issues violation notices and Administrative Compliance Tickets.
- Interprets Village ordinances on building and construction projects.
- Responds to inquiries from builders, homeowners, and the public.
- Investigates and responds to property maintenance inquires.

QUALIFICATIONS

The ideal candidate for this position is a self-starter, quick learner, hard worker, and someone who is able to provide exceptional customer service. Required qualifications include:

- A minimum of 3 ICC Certifications. Property Maintenance and Housing, Residential and Commercial Inspector Certifications along with 1-3 years of experience in municipal inspections, construction trades, apprenticeship programs, architectural or engineering studies, or degree in construction technology or related fields is required.
- Possession of ICC Residential Mechanical and Electrical Certifications will be a condition of employment and must be obtained within twelve (12) months of hire date.
- Possession of ICC Commercial Mechanical and Electrical will be required within twenty-four (24) months of hire date.
- Continuing education, the ability to obtain and maintain additional ICC certifications, and involvement with professional organizations is expected.

Other requirements include:

- A high school diploma.
- A valid Illinois driver's license.
- Ability to read technical language, construction drawings and maps.
- Ability to communicate effectively with a variety of internal and external customers.

- Ability to communicate professionally in writing and verbally.
- Ability to use the Village's software system, including Microsoft Office.
- Ability to work overtime, if needed.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Often required to visit construction sites in inclement weather and climb on materials, equipment, and upgraded terrain when performing inspections. Physical tasks include, but are not limited to, the ability to stand, walk, climb, reach, lean, twist, grasp, lift and carry, push, pull, bend, crawl and kneel. Must operate an automobile to get to and from sites. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TO APPLY

The Village of Shorewood (pop. 17,495) is seeking a full-time Building Inspector. Shorewood is a growing community in northwestern Will County. The position requires, among other things, a minimum of three International Code Council (ICC) certifications along with 1-3 years of experience in municipal inspections, construction trades, apprenticeship programs, architectural or engineering studies, or degree in construction technology or related fields. Salary range is \$60,000 - \$80,000 DOQ with excellent benefits. Apply by July 17, 2019 with resume, cover letter and contact information for three professional references to Jim Culotta, Village Administrator, at jculotta@vil.shorewood.il.us.

Learn more at: <http://vil.shorewood.il.us/government/employment.aspx> EEOE