



**COUNTY OF DUPAGE**  
invites applications for the position of:

## **Senior Building Inspector**

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**SALARY:** \$38.97 Hourly  
\$76,000.00 Annually

**DEPARTMENT:** Building and Zoning Department

**OPENING DATE:** 12/24/21

**CLOSING DATE:** 01/03/22 11:59 PM

**HOURS:** Full-time Monday - Friday 8:00 a.m. to 4:30 p.m.

### **POSITION SUMMARY:**

We are happy to offer a job opportunity as a Senior Building Inspector with DuPage County Building and Zoning Division of the Public Works Department. This position is primarily responsible for obtaining, where possible, voluntary compliance with code requirements and standards for construction in DuPage County.

### **RESPONSIBILITIES:**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspects structures during all stages of construction for conformance with County ordinances and building and zoning codes
- Provides assistance to property owners for correcting building deficiencies in conformance with the intent set forth in these codes
- Inspects damaged structures
- Prepares inspection documentation, including photographs required to support findings
- Represents the County in court regarding violation cases submitted for prosecution
- Maintains on-going surveillance of assigned area for building/ordinance compliance
- Keeps abreast of current methods and techniques
- Develops departmental cross training regarding zoning/drainage/building codes
- Performs drainage, zoning and fill inspections
- Schedules inspections
- Operates county vehicles
- Prepares daily reports

### **REQUIREMENTS INCLUDE:**

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Requirements include the following experience or equivalent combination of training and experience:

- Completion of a High School Diploma or General Equivalency Diploma
- Four (4) years of experience in one of the construction trades at the journeyman level or, building inspection, or a related field
- A valid Illinois driver's license

**A pre-employment background check is required.**

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

### **PHYSICAL REQUIREMENTS**

The physical demands described here 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.

Heavy Work: Exerting up to 50 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Use of arm and /or leg controls requires exertion of forces greater than for medium work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work will occur in an office and field environment. While performing the duties and responsibilities the employee may be exposed to moving mechanical parts, in high or precarious places, vibrations, loud noise, noxious odors, dusts, poor ventilation, unsanitary conditions, chemicals, oils, electricity, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and other related conditions and situations.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.dupageco.org>

Position #21-00225  
SENIOR BUILDING INSPECTOR  
PA

421 N. County Farm Road  
Wheaton, IL 60187  
(630) 407-6300

[DPCHumanResources@dupageco.org](mailto:DPCHumanResources@dupageco.org)

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## **Senior Building Inspector Supplemental Questionnaire**

- \* 1. Do you possess a High School Diploma or GED?
  - Yes
  - No
- \* 2. Select the response below that represents the number of years of experience you possess relevant to the position you are applying for.
  - 5+ years of relevant experience
  - 4 years of relevant experience
  - 3 years of relevant experience
  - 2years of relevant experience
  - 1 year of relevant experience
  - Less than 1 year or No experience
- \* 3. This position requires that you possess and maintain in good standing a valid Illinois Driver's License. Do you possess this requirement?
  - Yes
  - No
  - No, but I possess a valid driver's license within another State and am able to obtain a valid Illinois Driver's License within 90 days of employment.
- \* 4. Do you have work experience with the following? (check all that apply)

- Building Inspection & Codes
- Construction
- Ordinances
- Zoning
- None of the above

\* 5. Are you able to perform the following, with or without an accommodation? Heavy Work: Exerting up to 50 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Use of arm and /or leg controls requires exertion of forces greater than for medium work.

- Yes
- No

\* Required Question