



## **BUILDING INSPECTOR / CODE COMPLIANCE OFFICER POSITION**

### **NATURE OF WORK**

Under the general direction of the Building Commissioner, reviews plans, performs inspections of private, public, commercial and residential building construction, and performs code enforcement activities. Insures compliance with all applicable building codes, ordinances and life safety standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Interprets, administers and enforces all rules, codes, statutes or ordinances regarding materials and workmanship in construction, repair, remodeling, alterations or additions of building structures, sites and premises.
2. When necessary and in the absence of the Building Commissioner, reviews building permit applications and building plans for code and ordinance compliance; approves, rejects or outlines revisions in accordance with established standards; interprets applicable laws and regulations for contractors, owners and other principals.
3. Inspects all phases of construction of building structures for compliance with building codes.
4. Coordinates when necessary with other City departments and consultants to allow for the orderly and timely review of all applications for permits.
5. Investigates and resolves complaints. Coordinates with other departments to determine responsibility of specific complaints as received.
6. Functions as liaison with Cook County Department of Public Health, performing necessary activities relating to enforcement of health codes.
7. Answers public inquiries regarding codes and safety standards relative to building construction or alteration. Assists with permit applications upon request by applicant and calculates building permit fees.
8. When necessary and in the absence of the Building Commissioner, coordinates plan review requirements and inspection activity required by agencies such as IEPA, MWRD, and Palos Heights Fire Protections District and Palos Fire Protection District.
9. Coordinates when necessary, inspection activity of plumbing, electrical and building inspectors, to ensure property inspections are performed on a timely basis. Approves Certificates of Occupancy upon verification of code compliance.
10. Oversees Code Enforcement and Compliance and its record keeping.
11. Issues Warning Notices and Citations when necessary. Prepares documentation and exhibits in case files that support legal action taken by the City. Appears at and attends adjudication hearings and court proceedings. Testifies as required.
12. Participates as directed in the Code Enforcement program of the City of Palos Heights.
13. When necessary, reports summary of construction activity, permit fee revenues and other departmental activities. Also, when necessary and in place of Building Commissioner, attends meetings as required of committees and City Council.
14. Performs other duties as may be required or assigned.

## **SKILLS AND ABILITIES**

- Ability to prepare clear, concise and complete written reports.
- Requires the ability to communicate tactfully and firmly with the public in difficult situations.
- Requires ability to objectively interpret and enforce City Codes as per building construction standards.
- Represents the City of Palos Heights at all times with a professional and positive approach.
- Requires ability to assist permit applicants with solutions to problems, avoiding any tendency to appear rigid.
- Requires ability to identify violations of City Codes and deviations from approved plans.
- Requires ability to conduct technical investigations and research regarding building materials or building procedures.
- Requires knowledge of occupational hazards of the trade and necessary safety precautions.
- Requires ability to establish and maintain effective working relationships with other departments and City staff, external public agencies, local businesses and members of the general public.
- Requires possession of a valid State of Illinois Driver's License and the continued maintenance of the Illinois Driver's License.

## **EDUCATION & EXPERIENCE REQUIREMENTS**

- A Bachelor's degree from an accredited college or university in engineering, architecture, building construction, or related field experience preferred.
- ICC Certification in Residential (single and one-two family residential) Building Inspector. Code Enforcement/Property Maintenance certifications are required.
- Attends required continuing education classes to maintain current certifications/licenses.
- Five + years in progressively responsible municipal Building Department duties and responsibilities preferred.

## **PHYSICAL DEMANDS**

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

Work is performed mostly in office or outdoor settings. Outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

## **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.

While performing the duties of this job, the employee occasionally works outside in weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.