PART-TIME BUILDING INSPECTOR
BUILDING DEPARTMENT

The Village of Mokena is seeking qualified applicants for the position of Part-Time Building Inspector to perform the following duties:

- Enforce the Village's adopted building codes and zoning ordinances
- Perform field inspections for new construction, alterations, additions, and improvements to ensure code compliance
- Conduct plan reviews and provide review comments as needed
- Respond to building and zoning code inquiries
- Compile information for reports and update permit tracking spreadsheet
- Communicate effectively with residents while displaying a high degree of professionalism

Minimum qualifications:

- High school diploma or equivalent (Bachelor's degree preferred)
- Preferred applicants will have at least five (5) years municipal inspection experience
- ICC Certifications area a plus
- Ability to multi-task efficiently and effectively in a high activity work environment
- Excellent customer service skills are mandatory for this position
- Proficiency in modern business applications; including but not limited to: Microsoft Outlook, Word, and Excel, or the ability to learn same
- Possess excellent verbal and written communication skills
- Ability to successfully complete the Village's screening process including a background check and pre-employment physical

The position requires an average of 18 hours per week, with the schedule to be determined by the needs of the department. Some flexibility is required.

Starting pay: $30.00 to $40.00 per hour depending on qualifications.

Interested candidates can apply by submitting a cover letter, resume and references to: Mokena Village Hall, Attn: Community Development Department, 11004 Carpenter Street, Mokena, IL 60448 or electronically to mziska@mokena.org.