



City of Batavia

## Building Inspector/Code Enforcement Officer

<b>SALARY</b>	\$35.34 - \$48.72 Hourly \$73,497.00 - \$101,342.00 Annually	<b>LOCATION</b>	City of Batavia 100 North Island Avenue Batavia, IL 60510
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	004
<b>DEPARTMENT</b>	Community & Economic Development	<b>OPENING DATE</b>	10/11/2023
<b>CLOSING DATE</b>	11/3/2023 4:00 PM Central		

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### Position Summary

Ready to be the guardian of safety in our City? Join our team and ensure our buildings meet the highest standards!

This position is responsible for technical, field and administrative inspection work ensuring compliance with building codes and other appropriate City codes and ordinances to ensure the public health, safety and welfare of the general public.

Work involves performance of a variety of inspections to enforce building, zoning and property maintenance codes, responding to complaints, and keeping necessary records of all inspection work performed. Work also involves code interpretation, investigations, plan review, issuance of building permits and certificates of occupancy, collection of applicable fees and communications with City staff. Work is performed under the supervision of the Building Commissioner.

This position is a full time on-site position reporting to the City of Batavia's City Hall building. The work schedule for this position is Monday to Friday 7:00AM-4:00PM.

Pay grade 13 on the City of Batavia's wage and salary ordinance with starting salary \$73K-\$86K DOQ with excellent benefits.

### Essential Duties & Responsibilities

Responsible for the administration and enforcement of the City's building, electrical, and HVAC codes; assists in the administration and enforcement of subdivision, zoning, fire, property maintenance and other applicable codes in regard to building, property use, development and redevelopment.

Reviews building plans for conformance to City ordinances and technical construction requirements; responsible for stop work orders for work not in compliance with approved plans; responsible for enforcement of building and property maintenance codes through legal action, including preparation of court information and testimony as an expert witness.

Reviews building permit and occupancy permit applications for conformance to the building, zoning and subdivision ordinances, agreements and other applicable regulations.

Assists in the review of new development and redevelopment proposals, annexation agreements, rezoning, conditional use

and design review petitions for conformance with building, zoning and subdivision ordinances.

Assists with zoning administration, including response to complaints, investigations and inspections, and negotiations with property owners, developers, building and consultants for zoning, property maintenance and building code compliance.

Responsible for the collection of all applicable building, zoning and utility fees prescribed by City ordinance and agreements.

Responsible for review of building code and recommendations of proposed amendments; assists in review of zoning code and other applicable regulations in regard to proposed revisions.

Advises City staff and elected and appointed officials on building and code enforcement matters; provides professional support to Committee of the Whole and other committees regarding building code.

Performs on-site inspections of all buildings at various stages in process of construction, alteration, or repair for compliance with building plans and code requirements, quality of materials, and for application of safe construction practices.

Assists in the inspection of all residential areas within the City for obvious nuisance violations including weeds and debris, trash, junk vehicles, etc.; responds to specific citizen complaints/inquiries concerning violations.

Patrols construction sites and subdivisions to detect work being conducted without the proper permit.

Initiates contact in person, by telephone, or in writing to cite violations and to identify guidelines and time frames to bring violations into compliance; performs re-inspections to assure compliance.

Writes citations or notices to appear for ordinance and code violations; prepares for and appears at administrative adjudication hearings and in court to testify regarding ordinance violations; works with City Attorney in preparation for complaint hearings conducted by the City.

Maintains records, reports and files regarding building permits, certificates of occupancy, inspections, and violations; completes related reports; responsible for final inspection; issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction, and code compliance; inspects existing structures for dangerous conditions; recommends condemnation or other corrective action.

Explains, interprets, and provides guidance to general public, petitioners, architects, engineers, contractors, developers, other inspectors, and other interested parties regarding all applicable codes within area of responsibility

Works together with other department staff in providing professional support to Zoning Board of Appeals, Plan Commission, Historic Preservation Commission, Committee of the Whole and City Council regarding building, zoning, and code enforcement matters.

Attends professional meetings with Building Inspectors from neighboring municipalities; represents the City at homebuilders seminars/meetings.

Follows appropriate safety practices and procedures while performing inspections.

Performs other duties as assigned.

## **Minimum Qualifications**

### **EDUCATION & EXPERIENCE**

Graduation from high school (or GED) supplemented by courses in building construction; considerable experience in the building trades; or any equivalent combination of training and experience that provides knowledge, abilities, and skills as noted below.

### **KNOWLEDGE, SKILLS & ABILITIES**

Considerable knowledge of the principles and practices of building and construction safety, engineering principles, and practices.

Considerable knowledge of the zoning, property maintenance, licensing, and nuisance ordinances, regulations, and related codes.

Considerable knowledge of the approved methods, materials, and techniques involved in general building construction and of inspection methods related to the examination of workmanship, materials, and design to recognize possible defects.

Considerable knowledge of applicable local building codes and ordinances, State laws, national model codes, and accepted practices relating to the enforcement of building, property maintenance, and zoning, health, and fire standards.

Ability to be well organized, work in a fast-paced environment and maintain effective working relationships with other staff and the public.

Ability to deal tactfully and effectively with the general public, even in adverse situations, and to convey concise and accurate information utilizing considerable judgment and initiative under limited supervision.

Ability to read, understand, and interpret plans, engineering drawings, and specifications accurately; assess adherence to codes and standards.

Ability to operate specialized detection and measurement devices and tools used in code enforcement activities.

Ability to operate a personal computer with the software and programs necessary to perform the work of the department.

### **SPECIAL REQUIREMENTS/QUALIFICATIONS**

Certification as a Building Inspector by a nationally recognized model code agency is required as determined by the Community Development Director.

Additional certifications in a number of building construction disciplines such as combination commercial inspector, electrical, plumbing, 1 & 2 family dwellings, mechanical, fire protection, etc. as determined by the Community Development Director.

ICC Certification as Property Maintenance and Housing Inspector required within 6 months of hiring.

Possession of a valid Illinois driver's license.

## **Physical Demands/Working Conditions**

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to talk, hear, and smell. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, bend, crawl, and crouch while making field inspections of work in progress.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; and is occasionally exposed to wet and slippery surfaces, humid conditions, extreme cold and heat.

*The City of Batavia is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success.*

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**Agency**

City of Batavia

**Address**

100 N. Island Avenue

Batavia, Illinois, 60510

**Phone**

630-454-2070

**Website**

<https://www.bataviail.gov/>

## Building Inspector/Code Enforcement Officer Supplemental Questionnaire

### \*QUESTION 1

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- ☐ Yes, I understand and agree
- ☐ No, I do not agree

### \*QUESTION 2

Do you have a High School diploma or GED?

- ☐ Yes
- ☐ No

### QUESTION 3

Do you have experience as a Building Code Enforcement / Building inspector or similar position?

- ☐ Yes
- ☐ No

### \*QUESTION 4

Do you have certification as a Building Inspector by a nationally recognized model code agency?

- ☐ Yes

☐ No

#### QUESTION 5

Do you speak any languages other than English? If so, please list them and your proficiency.

#### QUESTION 6

Why are you interested in this position with the City of Batavia?

#### QUESTION 7

Please list any job related qualifications, trainings, or experience, which you have, and feel should be considered in reviewing your application.

\* Required Question