

## **CODE COMPLIANCE OFFICER/COORDINATOR**

The City of Aurora is accepting applications to establish an eligibility list for the position of CCO/Coordinator with one trade requirement of the three trades required being mechanical.

### **Definition:**

Under general supervision of the Director of Building and Permits, functions as a Combination/ Multi-discipline Inspector performing a variety of inspections requiring advanced knowledge and skill for the enforcement of all applicable codes and ordinances in a variety of areas in a minimum of three trades to include, but not limited to: building, electrical, fire, mechanical, and plumbing. Also, thorough knowledge and skill for the enforcement of codes and ordinances in zoning, signs and property maintenance inspections is required.

### **Equipment/Job Location**

Duties are performed in an office environment and in the field which includes buildings at various stages of construction. Inspections performed indoors and outdoors with exposure to the elements. Equipment includes computer terminal, laptop, telephone, motor vehicle, testing devices in several trades, camera, and miscellaneous office equipment.

### **Essential Functions of the Job**

Assists in coordinating the activities of Code Compliance Officers on a daily basis. Schedules final inspections of both residential and commercial construction work for all inspectors, for the purpose of balancing the workload.

Assists the Director in the development and implementation of overall building and new construction inspection policy.

Provides direction using independent judgement in scheduling duties.

Accompanies trade inspectors on difficult inspection cases and advises code interpretations in the field regarding the same.

Functions as on-site inspector performing all-encompassing inspections for ascertaining compliance with codes in multiple trades to include; all of the applicable local, state and federal codes pertaining to construction and maintenance of structures and appurtenances.

Reviews all types of building permit applications for conformance with applicable codes and ordinances, including those not requiring plans and detailed specifications; assists builders, contractors, and others in permit application completion, as requested.

Assists Plan Examiners and Inspectors in reviewing plans and making code interpretation determinations in cases where questions exist; answers public inquiries regarding codes and safety standards.

Responds to public complaints regarding non-compliance with codes of possible defective and potentially unsafe building and housing conditions; recommends condemnation or other remedial action in cases of determined defect. Creates Code Enforcement violation notices when necessary and follows cases to their conclusion.

Assists Code Compliance Officers in creation of Code Enforcement Cases.

Recommends and drafts amendments to various codes and ordinances.

Prepares and maintains comprehensive requisite records and detailed reports.

Appears in court, providing relevant testimony, as required.

Assists in training of all new personnel in building and new construction.

Coordinates field inspections for commercial remodeling and new construction projects; determining if occupancy may occur and communicating building, fire, electrical, mechanical and plumbing code requirements to the owner or general contractor with a time frame for compliance.

Investigates complaints regarding allegations of substandard work performed by licensed contractors and develops recommendations concerning revocation of licenses.  
Performs other duties as required or assigned.

### **Required Knowledge and Abilities**

Requires extensive knowledge of the proper installation, repair, maintenance and operation of multiple system types; including residential, commercial and industrial installations.

Requires extensive knowledge of building, electrical, fire, mechanical, plumbing and other systems relative to multiple inspection types.

Requires ability to interpret and enforce equitably, applicable provisions of multiple codes and ordinances.

Requires ability to operate instruments in multiple systems.

Requires ability to read building, electrical, fire, mechanical and plumbing plans, blueprints and specifications.

Requires ability to testify in court accurately and succinctly.

Requires ability to maintain accurate records and files.

Requires ability to communicate effectively both orally and in writing.

Requires ability to observe objects and monitor data to determine compliance with various codes.

Requires ability to measure distances using a tape measure.

Requires ability to bend, stoop, and climb stairs and ladders while conducting routine inspections.

Requires ability to lift arms above the shoulder while conducting inspections.

Requires ability to walk over rough, rocky, or uneven surfaces while conducting inspections.

Requires ability to work in a variety of weather conditions with exposure to the elements.

Requires ability to enter data into a computer terminal.

Requires ability to remain in a standing position for extended periods of time while conducting inspections or servicing the public at a counter.

Requires ability to establish and maintain satisfactory working relationship with co-workers, contractors, builders, architects, engineers and the general public.

Requires good physical condition, ability to climb ladders and stairs repetitively in performing various inspection duties.

Requires ability to lift up to 50 pounds.

Requires ability to operate a motor vehicle in order to get to job sites.

Requires maintenance of all certifications required as qualifications for the individuals hire.

### **Qualifications for Hire**

Requires five years' experience as a contractor, engineer, architect, or as a superintendent, foreman or competent mechanic in charge of construction in three of the following construction trades.

Requires possession of a minimum of three International Code Council Code Specialist Designations from the trade categories below, plus Residential Combination Inspector and Residential Energy Inspector/Plans Examiner. Individuals must also meet any federal or state requirements to perform duties of that chosen specialty.

- Building Code Specialist
- Electrical Code Specialist
- Fire Code Specialist
- Mechanical Code Specialist plus Fuel Gas inspector certification
- Plumbing Code Specialist

Requires a valid driver's license.

Must successfully pass pre-hire requirements including but not limited to physical, drug screen and background check.

Salary range is \$36.26/hour to \$47.67/hour. Beginning salary is \$36.26/hour, after 6 months \$37.07/hour, after 1 year \$37.88/hour, and annual increases thereafter. Excellent benefit package.

Applications should be submitted online <https://il-aurora.civicplushrms.com/careers/> by September 17, 2021.

To learn more about the City of Aurora, IL, visit <https://www.aurora-il.org/1111/About-Our-City>