

VILLAGE OF ADDISON
COMMUNITY DEVELOPMENT INSPECTOR 1 –
COMMUNITY DEVELOPMENT DEPARTMENT

Summary of Position and Duties:

The Human Resources Division of the Village of Addison is accepting applications to fill one (1) vacancy in the at-will, F.L.S.A non-exempt, full-time position of Community Development Inspector 1 in the Community Development Department. The Community Development Inspector 1 position is an entry level classification working under general supervision, performing inspections of business, commercial, industrial, housing and building properties to ensure compliance with all Village building, zoning, construction, and life safety codes. The Inspector may be on call 24-hours a day for emergency inspections, and required to work overtime in the necessary capacity to perform job duties. The Community Development Inspector 1 works 37.5 hours per week, 8 – 4pm daily, Monday – Friday, but may be called in at other times than the regularly-scheduled work-day if emergencies arise and at the discretion of the Village of Addison. Work is of average difficulty and is reviewed for progress and conformance to established procedures by the Building Division Supervisor or his designee.

The primary responsibility of the Community Development Inspector 1 will involve, but not be limited to:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Investigates reported municipal, building, sub-division, and zoning code violations; initiates corrective or enforcement measures; notifies violators or corrective actions required for compliance; conducts follow-up inspections and reports; makes court appearance as necessary.
- Assists supervisor in updating Village Ordinances relate to departmental activities to ensure that Village Ordinances reflect current municipal needs; prepares proposed revisions and submits them to their supervisor for review.
- Meets or corresponds with contractors, architects, developers, residents, owners and managers regarding missing or inadequate details or existing violations; makes written reports of inspections with notes on any action taken.
- Performs duties in strict accordance with the Department/division SOP/safety manual and is expected to report any hazards and observed infractions immediately to their supervisor; may serve on departmental safety committee; makes certain that staff in the division are also performing duties in accordance with all Department/division SOP/safety manual regulations and policies.
- Inspects all properties requiring licenses and transfer-of-property stamps.
- Resolves complaints of municipal zoning, subdivision, property maintenance and building code violations.
- Prepares reports and recommendations related to inspections made and assists in updating municipal codes.
- Ability to perform the duties of the position and operate department equipment with strict adherence to Village and Department safety policies and procedures.

- Receives and investigates the general public's complaints regarding division services. Institutes corrective measures including legal action as feasible and communicates with the general public regarding complaint disposition. Provides said service to customers in a timely, professional and courteous manner.

IN ADDITION TO THE AFOREMENTIONED ILLUSTRATIVE EXAMPLES OF WORK, INSPECTORS IN THE COMMUNITY DEVELOPMENT DEPARTMENT WILL BE ASSIGNED AND REQUIRED TO GAIN EXPERTISE IN ONE OR MORE OF THE FOLLOWING FIVE (5) INSPECTION AREAS:

1. BUILDING INSPECTION

Inspects during construction work to check footings, foundations, other concrete work, framing, other structural systems, electrical, H.V.A.C., plumbing, spotted surveys, driveways, and parking areas at single family dwellings and accessory structural such as pools, sheds, decks and fences for compliance with applicable building, electrical, plumbing, mechanical, fire, zoning and other applicable codes and ordinances including soil and erosion control practices. Performs disaster inspections such as those caused by flooding, fire, vehicle striking building, as requested to determine the safety of the structure.

2. COMMERCIAL & INDUSTRIAL INSPECTION

Inspects all businesses in the Village's industrial park and areas zoned for manufacturing on a regular basis for compliance with municipal and related codes and ordinance covering building and property maintenance and alteration; inspects all commercial and industrial buildings whenever a new business applies for a license; approves or rejects plans; makes inspections during new construction to check concrete, structural, electrical, H.V.A.C., and plumbing work to ensure compliance with all applicable codes, including soil and erosion control practices, inspects parking lots, driveways, storage areas, and landscaping for compliance with the Village Code.

3. HOUSING INSPECTION

Inspects, on a regular basis all rental residential property as required for compliance with appropriate codes and ordinances including individual apartments, driveways, parking lots, sidewalks, and landscape areas.

4. PUBLIC, PRIVATE CONSTRUCTION AND TRANSFER OF PROPERTY INSPECTION

Performs field inspections of street, sewer, water main, and sidewalk construction in new and existing developments with the Village, including soil and erosion control practices, compiles lists of deficiencies on new subdivision prior to final inspections; tests or witnesses test of all water main and sanitary sewer before acceptance; addresses complaints of street repair, drainage, and flooding; performs grade and level work for all departments requested; inspects illegal sump pump connection whenever a transfer of property occurs; designs and implements plans and specifications for annual street maintenance programs. Also performs survey work, traffic studies, drainage inspector, review of payment requests and field inspections of as-built plans.

5. ZONING INSPECTIONS

Inspects or reviews plan, property, buildings, and proposed uses for compliance with zoning ordinance requirements including, but not limited to: for use, location, set back, height, floor area ratio, parking, and green space requirements; reviews for compliance with special uses, pre-annexation agreements and other requirements by the Village Board.

All applicants must meet the following minimum requirements to be an eligible candidate for this position:

- Possess a high school diploma or equivalent.
- Possess two (2) years of experience in the construction trades or code enforcement; advanced training in building construction technology, housing, maintenance, plan review, and enforcement procedures preferred.
- Within the first 12-months of employment, starting the first day of appointment to the position, the Community Development Inspector 1 will be expected to obtain the following certification

under the International Code Council (I.C.C): Property Maintenance and Housing Inspector Certification.

- Possess the ability to work nights, weekends, and holidays, along with any expected/unexpected overtime that may be mandatory.
- Ability to pass a personal interview, physical and drug screen when applicable.
- Be able to successfully utilize Microsoft Office software programs (i.e., Word and Excel).
- Ability to read, write, speak, and understand English at the High School graduate level.
- Possession of a valid Illinois Driver's License Class 'D' free from incidence that may result in license revocation or suspension.

ADA COMPLIANCE

Physical Skills and Abilities Required:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle keyboards and paper, rolled or unrolled, and blue-prints; climb up or down a ladder, hill, stairs and uneven terrain; occasionally stoop, kneel or crouch at ground level, talk or hear on the phone or in person. The employee must be able to lift, push, pull and/or move equipment up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled; be available for call-out 24 hours a day, 7 days a week; and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

Work Environment Factors:

Ability to work under conditions that occasionally require exposure to environmental factors such as temperature and noise extremes, odors, toxic agents, wetness, electrical currents, moving parts, fumes. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually moderate, but occasionally loud.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Salary:

The salary range for this position is **\$71,820 – \$99,416**. The Community Development Inspector 1 will receive a very competitive benefit package and work 37.5 hours per week, plus any required overtime.

Required test and screenings:

The candidate selection process consists of: a review of the candidate's past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Addison.

IMPORTANT NOTICE – SUBMISSION OF APPLICATION

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, or downloaded from the Village's website at www.addisonadvantage.org. Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison, Illinois 60101, emailed to voajobs@addison-il.org, or submitted personally to the Administration Department, Room 2100 of the Village Hall. Applications will be accepted until the position is filled. Only

one (1) application per person, per testing cycle is accepted.

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.

Equal Employment Opportunity

Please refer to the Village of Addison website: www.Addisonadvantage.org, Division of Human Resources Section, to review a copy of the Village's policy on Equal Employment Opportunity.

IMPORTANT DISCLAIMER FOR POTENTIAL APPLICANTS:

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.

****APPLICANTS – PLEASE CAREFULLY READ****

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security, and morale, the Village of Addison believes it advisable to prohibit the employment of relatives in a direct supervisory relationship or to prohibit having two (2) relatives employed in the same department/division. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

“Relatives” (including blood/step/in-law/adopted/legal guardian) are defined as spouse, mother, father, sister, brother, child, uncle, aunt, grandparent, grandchild, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other. The same prohibitions apply to employees who marry, cohabit, or become related by marriage. The provisions of this policy are not limited to personal or familial relationships amongst supervisors, managers, and subordinates. The policy also includes personal and/or familial relationships between individuals working as peers in any department when such relationship actually disrupts the operation of the department or the Village.