



## **Combination Plumbing/Building Inspector**

The City of Geneva, Illinois is located 40 miles west of downtown Chicago and occupies an area of 8 ½ square miles with a population of 21,495. Geneva boasts a historic downtown district, great homes, quality schools, low crime rates, convenience to public transportation, and plenty of shopping, dining, and recreational opportunities. The City is seeking a Combination Plumbing/Building Inspector in the Community Development Department who is energetic, highly-motivated, and ready to help make sure Geneva continues to be a premier community to work, live, play, and raise a family.

### **Job Description:**

- Conducts plumbing plan reviews and inspections for new residential, commercial, Public Work projects and industrial buildings, as well as building additions and remodeling projects.
- Conducts building plan reviews and inspections to ensure compliance with applicable building codes and City ordinances.
- Works with residents, contractors, architects, business owners and real estate professionals to help them understand applicable building codes and City ordinances and assists them in moving projects quickly and smoothly through the review and inspection process to a successful completion.
- Maintains records of permit applications and inspections using New World Systems.
- Prepares and distributes routine reports of permit and inspection activity.
- Interprets and enforces building codes and City ordinances. Explains interpretation and/or code violations during inspections or interactions with the applicant. Confers with the Building Commissioner when necessary.
- Investigates complaints related to compliance with building codes and City ordinances.
- Performs other related duties as assigned by the Building Commissioner and/or Community Development Director.

### **Minimum Requirements:**

- A minimum of five (5) years plumbing experience as a journeyman plumber, plumbing contractor, or plumbing inspector.
- A current State of Illinois Plumbing License and Registration in good standing, as required by the Illinois Plumbing License Law (225 ILCS 320).
- Experience with and knowledge of construction methods, materials, building codes and familiarity with construction plans are necessary.
- Preference will be given to candidates with municipal plumbing and building inspector and plan review experience.
- Preference will be given to candidates with International Code Council Certifications.
- A valid State of Illinois Driver's License.

- Excellent communication and people skills. The Community Development Department is a customer service driven team. The Building Inspector plays a critical role in managing a high volume of activity in a customer friendly, professional, and respectful manner.
- Initiative, good judgement, and problem solving abilities.
- Computer skills are an important part of the position. Being comfortable using Microsoft Office and a willingness to learn new applications is essential.
- Ability to: perform outdoor inspections in all weather; to perform indoor inspections of spaces under construction; to climb ladders; maintain balance on uneven footing; crawl or recline as necessary to inspect tight areas; push, pull and/or lift up to 50 pounds.

The starting salary for the position is \$70,283 annually. Please send a completed job application, resume, and three professional references to: Lisa Bahry, Human Resources Manager, City of Geneva, 22 S. First Street, Geneva, Illinois 60134 by Friday, April 20, 2018. Job applications are available at [www.geneva.il.us](http://www.geneva.il.us). Resumes will not be accepted without a completed application. Applications will not be accepted via facsimile.

Please contact Human Resources at 630-232-0867 or via email at [ljepson@geneva.il.us](mailto:ljepson@geneva.il.us) for further information.

**The City of Geneva is an equal opportunity employer.**