



CITY OF ELGIN
invites applications for the position of:
Building Inspector

SALARY: \$32.23 - \$39.69 Hourly
\$67,044.00 - \$82,551.00 Annually

OPENING DATE: 03/25/22

CLOSING DATE: 04/13/22 11:59 PM

CLASSIFICATION DESCRIPTION:

As assigned, performs inspections of residential and commercial construction, to determine it meets or exceeds all national, state and local amendments to the building code adopted by the Elgin City Council. This includes new construction, additions and remodeling work. Examines plans in the building and fire disciplines.

GENERAL DEFINITION AND CONDITIONS OF WORK:

Conducts inspections during and upon completion of the construction, repair and/or alteration of all buildings and structures to ensure conformity with approved plans and compliance with applicable codes and ordinances.

Makes a reasonable effort to contact either the contractor or homeowner when the work does not meet the code requirements. At the same time schedules a re-inspection time and date to check for corrections.

Conducts unscheduled routine inspections periodically to make sure work is processing and all inspections are being performed. Issues oral and written orders for the correction of defects in workmanship or materials.

Reviews plans and specifications, as needed.

Assists Property Maintenance inspectors with any questions they have involving code or permit issues.

Prepares reports of inspections and investigations, testifies at public hearings and legal proceedings in violation cases.

Provides technical assistance to contractors, design professionals, and the general public relative to the application and enforcement of building codes and ordinances.

Actively participates with the permit control officers, the other inspectors and management to clear all open permits.

Investigates and resolves, thru the use of all legal means, complaints of work being done without permits. Not only complaints received from the office but also work witnessed in progress.

Conducts final inspection for occupancy to ensure all building and zoning code provisions have been met.

Serves stop work orders along with all other applicable violation notices to inhibit work without permits, illegal occupancies, and hazardous conditions.

Serves as ex-officio member on the Building Commission, Electrical Committee, Plumbing Committee, or Warm Air Heating Committee, as assigned.

Performs project liaison responsibilities as assigned.

Performs problem properties duties as assigned.

Performs other code compliance and duties, pertaining to new construction, as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a thorough knowledge of local codes and ordinances; State laws, national and international building and fire codes; thorough understanding of standard construction practices in this area. Knowledge of computer applications as pertaining to code enforcement. Ability to communicate with the public and other staff as related to building codes and other issues. Ability to work in the field with minimum supervision. Extensive and demonstrative knowledge of the use and application of MS Office Suite and electronic mail systems.

EDUCATION AND EXPERIENCE:

Graduation from high school or completion of GED, supplemented by five years experience working in the construction industry and a working knowledge of approved methods and materials used in construction including plumbing, electrical, building, heating, fire, and sanitation practices.

ADDITIONAL INFORMATION:

SPECIAL REQUIREMENTS:

Possession of a valid Illinois Drivers License is required.

Must possess ICC certification as a Residential or Commercial Building Inspector within 6 months of hire. Must obtain ICC certification as a Residential or Commercial Building Inspector (whichever is not previously obtained) and Building Plans Examiner within one year of employment.

WHAT TO EXPECT AFTER THE POSTING CLOSES:

- An exam will be scheduled and administered after the closing of this posting. You will receive an email noting the details. All applicants must take and score a minimum of 70% to pass the exam and be considered for an interview. Interviews will take place shortly after the exam takes place and scores are issued.
- The chosen candidate must submit to and pass a back screening, drug test, fingerprinting, background check and DMV record review.
- Also, starting pay for this union role is Step 1 of the 7 step pay plan at \$67,044 per year and is not negotiable. Step 7 of the pay plan is \$82,551.
- **Candidates will be required to provide proof of COVID-19 vaccination prior to hire and must receive any CDC recommended COVID-19 vaccine booster shots as needed. Job applicants in need of an exemption from this policy due to medical reasons, or because of a sincerely held religious belief may contact Human Resources to request an exemption form for the accommodation process.**

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofelgin.org/jobs>

Position #20220325--01
BUILDING INSPECTOR
TF

City of Elgin
150 Dexter Court
Elgin, IL 60120
847-931-6049

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Building Inspector Supplemental Questionnaire

* 1. Do you work for City of Elgin?

Yes No

* Required Question