

CODE COMPLIANCE OFFICER/HVAC INSPECTOR

The City of Aurora is accepting applications to establish an eligibility list for the position of CCO/HVAC Inspector.

Definition:

Under general supervision of the Director of Building and Permits, functions as a Heating, Ventilation, Air Conditioning and Mechanical (HVAC) Inspector as well as a multi-discipline inspector performing a variety of inspections requiring thorough knowledge and skills for the enforcement of all applicable codes and ordinances in a variety of areas to include, but not limited to; mechanical, building, electrical, fire, plumbing, zoning, signs and property maintenance inspections.

Job Location/Equipment

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, carbon monoxide detector, camera, and miscellaneous office equipment.

Essential Functions of the Job

Functions as on-site inspector performing complete all-encompassing inspections for ascertaining compliance with the Mechanical and Fuel Gas Codes and other codes in a variety of areas to include: mechanical, building, electrical, fire, plumbing, zoning, signs and property maintenance; ascertains, denotes and reports violations, issues appropriate violation notices and makes subsequent re-inspections as required.

Reviews all types of building permit applications for conformance with applicable codes and ordinances; assists builders, contractors, and others in permit application completion, as requested.

Assists Plan Examiner 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.

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.

Performs other duties as required or assigned.

Required Knowledge and Abilities

Requires extensive knowledge of the proper installation, repair, maintenance and operation of heating, ventilation, air conditioning, fuel gas and mechanical systems; including residential, commercial and industrial installations.

Requires extensive knowledge of building, electrical, fire, mechanical, plumbing and other systems relative to construction inspections.

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

Requires ability to operate instruments to check for the presence of carbon monoxide and other dangerous gases.

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 the mechanical construction trade.

Requires the following International Code Council certifications at time of hire or within the prescribed timeframes below or employee may be subject to termination:

- Residential
 - Residential Mechanical Inspector (within 3 months of hire)
 - Residential Plans Examiner (within 9 months of hire)
 - Residential Energy Inspector/Plans Examiner (within 12 months of hire)
- Commercial
 - Commercial Mechanical Inspector (within 6 months of hire)
 - Fuel Gas Inspector (within 6 months of hire)
 - Mechanical Plans Examiner (within 12 months of hire)

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 \$34.63/hour to \$45.51/hour. Beginning salary is \$34.63/hour, after 6 months \$35.42/hour, after 1 year \$36.26/hour, and annual increases thereafter. Excellent benefit package.

Applications should be submitted online <https://il-aurora.civicplushrms.com/careers/> by February 5, 2021.

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