



NOW HIRING

Senior Building Inspector

Community Development Department

DESCRIPTION:

The Village of Glen Ellyn Community Development Department is recruiting for one (1) full-time Senior Building Inspector. The primary job duties of the Senior Building Inspector include but are not limited to ensuring that work completed on buildings and zoning lots are compliant with adopted building and zoning codes; supervising various building division personnel; conducting building plan reviews, overseeing a timely and efficient building permit review and inspection process, and providing responsive and courteous service to Village residents and the general public. This position reports directly to the Building and Zoning Official.

ESSENTIAL FUNCTIONS:

- Conduct field inspections of private and public construction projects including structural, mechanical and/or electrical installations for compliance with applicable local, county and state codes and ordinances regulating construction.
- Work with staff and public to address and correct areas of concern that arise during plan review, inspection and construction activities.
- Investigate and resolve complaints related to construction projects.
- Provide supervision and training of in-house building inspectors and consulting building, elevator, plumbing, and tree preservation inspectors.
- Advise inspectors on handling the more difficult and complex construction related issues.
- Ensure staff inspectors' compliance with Village policies related to job safety.
- Confer with architects, contractors, builders and the general public regarding construction related matters.
- Assist in the review of zoning and general land use, code enforcement, and fire inspection work as assigned.
- Coordinate and manage plan review activities with Village staff planners, engineers, plan examiner and consultants to ensure timely delivery of plan review services.
- Conduct commercial and residential plan reviews and assist or advise plan examiner with residential plan reviews.

- Review spot surveys and height surveys.
- Work closely with other Village departments to resolve issues related to construction.
- Issue code enforcement letters, Stop Work Orders or citations as needed.
- Represent Village at Administrative Adjudication or other hearings as necessary.
- Enter information into the Munis Building Permit software as needed.
- Prepare reports of departmental activities as assigned.
- Provide follow up on expiring permits, permit applications, and Temporary Certificates of Occupancy.
- Assist Permit Clerks in closing out project files upon completion of the construction work.
- Perform administrative duties; service permit counter and answer phones; receive and review applications for permits; schedule inspections, accept payments and issue permits as needed.
- Maintain historical records such as files and reports regarding inspection and plan review activities if needed for possible legal action.
- Respond to requests for information and assistance from the public and outside agencies and organizations.
- Respond to off-hours emergency call outs related to building structures.
- Perform off-hours inspections for special events.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in architecture or construction management, ICC Certification as a Certified Building Official, or equivalent, preferred.
- Minimum 5 years' experience in one or more of the following areas: commercial and residential building inspection, performing plan reviews on commercial and residential projects, code enforcement, architecture or engineering, all as related to building construction.
- Additional specialized training in the building trades or a related field is desirable.
- ICC Certifications – Residential Building Inspector, Commercial Building Inspector, Building Plans Examiner and Accessibility Inspector/Plans Examiner within 6 months of hire.
- A valid Illinois motor vehicle operator's license.
- Working knowledge of the series of International Building Codes, National Electric Code, State Plumbing Code, State Life Safety Code and accessibility codes.
- State plumbing license is a plus.
- Prior supervisory experience is a plus.
- Experience with Munis software is a plus.

SALARY/BENEFITS:

The pay offered for this full-time, exempt position is \$69,336/annually to \$87,340/annually DOQ. The Position includes excellent fringe benefits, including participation in the Illinois Municipal Retirement Fund (IMRF) pension plan. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #25-19 – Senior Building Inspector)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.
4. The position is open until filled; however, **first review of resumes will begin Friday, August 16, 2019.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER