



VILLAGE OF HANOVER PARK  
invites applications for the position of:  
**Building Inspector**

An Equal Opportunity Employer

**SALARY:** See Position Description

**OPENING DATE:** 08/31/20

**CLOSING DATE:** 09/21/20 04:30 PM

**JOB SUMMARY:**

**Full Salary Range**

\$60,691 - \$88,002 annually

**Hiring Salary Range**

\$60,691 - \$74,346 annually (Depending on Qualifications)

Under the general direction of the Fire Chief with immediate direction through Fire Department supervisors, performs inspections of varying degrees of difficulty for new and existing residential and commercial properties throughout the Village. Assures compliance with municipal ordinances, adopted codes, approved plans, specifications, and Village policies. Exercises independent judgment in the absence of specific policies and/or guidance from superiors.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Enforces Village, State, and Federal codes, laws, and ordinances relating to public health and safety.

Inspects residential, commercial, industrial, and other buildings during and after construction to obtain compliance with the provisions of building, zoning, fire, electrical, mechanical, fuel gas, energy, plumbing, and accessibility codes and standards.

Visually examines all areas to determine compliance with municipal ordinances and policies.

Reads and comprehends blueprints, specifications, installation manuals, and applies the provisions of the documents to projects under construction.

Advises and explains codes, regulations, and procedures to owners, managers, tenants, and contractors.

Performs inspections for new business license approvals and life safety inspections.

Performs annual business premise inspections and maintains reports.

Makes determinations regarding the safety and habitability of buildings and structures. Responds to emergency call outs from first responders. Refers owners/tenants/agents to Village departments for services.

Performs commercial and residential property maintenance inspections, fire, and engineering inspections on an as needed basis.

Performs commercial and residential plan reviews on an as needed basis or provides input for collaborative reviews.

Provides customer service at the permit counter, answers general phone calls and emails, and issues permits on an as needed basis.

Completes inspection reports and maintains electronic records of all activities/actions taken on all properties.

Prepares correspondence, writes narratives, receives telephone calls, and responds to inquiries regarding codes, ordinances, and procedures.

Responds to complaints for work without permits, investigates for violations, and prepares documentation.

Prepares notices of violation, and posts stop work orders. Prepares tickets, signs complaints, and testifies in court, as required.

Conducts surveys of existing buildings to determine hazardous conditions, or other violations.

Serves as a member of an inter-departmental team for damage assessments from major

weather events.

Participates in developing, interpreting, and executing standard operating procedures and/or policies, as well as, interpreting and executing broader departmental policies.

Plans and prioritizes own daily work schedule to ensure that all personal and departmental duties are performed according to established procedures and standards.

Adheres to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintains regular attendance and punctuality.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION &/OR EXPERIENCE:**

Completion of an Associate's degree or two (2) years of technical or business school with courses in building trades, code enforcement or a related field, with one (1) year of related work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess and maintain in good standing the following certifications and/or licenses: A valid Illinois Driver's License, Illinois State Plumber's License, Illinois State Plumbing Inspector Certification, and International Code Council (ICC) certifications as follows:

Must possess a minimum of one (1) of the following certifications at date of hire, and two (2) additional within six months of hire, and the balance within eighteen (18) months of hire:

- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Electrical Inspector
- Residential Energy Inspector
- Commercial Building Inspector
- Fire Inspector 1

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.hpiljobs.org>

Job #08312020  
BUILDING INSPECTOR  
DS

OUR OFFICE IS LOCATED AT:  
2121 Lake Street  
Hanover Park, IL 60133  
630-823-5660  
[jobs@hpil.org](mailto:jobs@hpil.org)

An Equal Opportunity Employer

---

**Building Inspector Supplemental Questionnaire**

\* 1. Do you currently have a valid driver's license?

- Yes    No

\* 2. Do you have an Illinois State Plumber's License?

- Yes    No

\* 3. Do you have an Illinois State Plumbing Inspector Certification?

- Yes    No

- \* 4. This position requires that you have at least one of the following certifications at the date of hire, if hired. Do you currently have any of the following certifications? - Residential Building Inspector - Residential Mechanical Inspector - Residential Electrical Inspector - Residential Energy Inspector - Commercial Building Inspector - Fire Inspector 1
- Yes    No

5. If yes, please list the International Code Council certifications that you have.

\* Required Question