

## Building Inspector

- Full Time
- [Maywood, IL](#)
- Posted 4 weeks ago



### Village of Maywood

*Join our team to make a difference!*

[Website](#)

We are seeking a Building Inspector to join our Building & Code Department. Are you ready for your next challenge? Do you want to be a part of an effective team that serves its community? Would you like to make a difference? Consider this position with the Village of Maywood!

This position conducts various types of inspections of buildings, structures, and uses of land to determine whether the occurrence is in compliance with Village of Maywood ordinances and codes. The Building Inspector role reports to the Director of Building & Code.

#### Responsibilities & Duties:

- Answers questions relating to building code requirements
- Process permit applications
- Process building permits for new and replacement installations
- Review scale drawings of work to be done to insure compliance
- Issue various tickets and citations to property owners and business owners to bring their particular establishment up to code, this includes all sanitary regulations pertaining to restaurants
- Prepare/deliver evidence before hearing officer or judge on ordinance violation cases
- Conduct "For Sale" and rental inspections for residential and multi-family units
- Inspect buildings after buildings have been damaged due to fire, water and make a determination as to what is needed for either restoration or demolition
- Inspect demolition sites as well as Brownfield sites
- Conduct annual business license inspections
- Responsible for patrolling assigned area for environmental nuisances, interior/exterior building code violations
- Ensure public safety and welfare by identifying safety concerns that affect the public, employees and operations of safety personnel (police, fire, public works, etc.; document and report conditions of questionable nature

- Assist in animal control operations which includes capture, impoundment, wildlife relocation, rodent baiting and subsequent report preparation
- Attend various public and municipal meetings as required or as needed
- Enter information in database
- Handle complaints from citizens, officials and business owners

Qualifications:

- Knowledge of approved methods, materials, practices and safeguards of general building construction and structures
- Knowledge of municipal codes, ordinances and regulations as they apply to building construction
- Ability to effectively and efficiently detect and locate defective and non-compliant construction installations and property maintenance installations
- Ability to communicate and gain the respect and cooperation from contractors and property owners
- Ability to read, understand, comprehend and apply blueprints, specifications, plans and codes as they relate to existing and new construction; ability to read, understand and explain blueprints and plans for construction projects and surveys
- Ability to work independently and enforce Village codes in their assigned patrol areas
- Strong customer service skills with the ability to effectively communicate orally and in writing; ability to effectively communicate codes and regulations to the general public
- Efficient in the use of computer software, including Microsoft Word and Excel

REQUIRED EDUCATION, TRAINING AND/OR EXPERIENCE:

- Graduate from high school or a GED equivalent
- Trade school a plus, but not required
- Three (3) to five (5) years experience in carpentry, plumbing and or electrical installation
- Experience at the journeyman or supervisory level in the building construction industry preferred
- Required: ICC Property Maintenance & Housing Inspection test; ICC B-1 Residential Building Inspector and the ICC B-2 Commercial Building Inspector.
- Preferred: ICC Plan Review certifications in multiple trades.
- Bilingual English/Spanish a plus
- Residency required within the 15 mile radius of the Village of Maywood boundaries
- The selected candidate must pass a criminal background check prior to an offer of employment, and a comprehensive employee physical following an offer of employment.

Please submit your application via <https://agency.governmentjobs.com/maywoodil/default.cfm>