



**Village
of
Woodridge**

Village of Woodridge Building Inspector

SALARY	\$32.62 - \$42.31 Hourly \$67,849.00 - \$88,000.00 Annually	LOCATION	5 PLAZA DR, WOODRIDGE
JOB TYPE	Full-Time	JOB NUMBER	202300008
DEPARTMENT	COMMUNITY DEVELOPMENT	OPENING DATE	09/29/2023

Description

The Village of Woodridge is seeking applications for the position of Building Inspector in the Community Development Department. Under the direction of the Building Commissioner, the building inspector performs full plans reviews, inspections for all project types and supports customer service activities from project submittal to completion. This position interacts with the public and staff with a heavy emphasis on providing superior customer service.

Examples of Duties

Position Responsibilities

- Reviews plans, specifications and calculations to determine compliance with all applicable ordinances, codes and regulations to ensure sound construction practices. Prepares detailed plan review letters/correspondence to identify deficiencies or approvals.
- Conducts inspections and enforces the Village's building codes, property maintenance code and zoning ordinances for residential, multi-family, commercial, and industrial property.
- Assists with management of Village's residential rental programs.
- Keeps inspection records and prepares reports for permit tracking, permit review and inspection activities.
- Makes independent decisions and exercises independent judgment in the absence of specific policies and/or guidance from superiors but within the limits defined by the supervisors.

Typical Qualifications

Required Knowledge, Skills and Abilities

- Experience as a municipal building inspector, construction management experience, engineering, technical or equivalent experience and education in a similar field.
- Computer proficiency utilizing Microsoft Office Suite.
- Ability to obtain ICC certifications for Property Maintenance and Housing Inspector, Residential Building Inspector and Residential Plan Reviewer.
- Continuing education and certifications are expected.
- High school diploma or GED.
- Must have a valid Illinois driver's license at the time of application.
- Good public relations and communication skills are required.
- Position requires extensive walking, climbing, visual acuity and dexterity.

Supplemental Information

Benefit and Salary Information

This is a full-time, forty-hour per week position with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick days. The salary range is between \$67,849 - \$98,238 with an anticipated starting annual salary between \$67,849 and \$88,000.

Agency

Village of Woodridge

Address

5 Plaza Drive

Woodridge, Illinois, 60517

Phone

630-719-4705

630-719-2946

Website<https://www.woodridgeil.gov>**Building Inspector Supplemental Questionnaire*****QUESTION 1****Do you possess a High School Diploma or GED Equivalent?**

- ☐ Yes
- ☐ No

QUESTION 2*Select the response below which demonstrates the number of years of experience you have working in building code inspection and/or building trades:**

- ☐ 10+ Years of experience in building code inspection and/or building trades
- ☐ 5-9 Years of experience in building code inspection and/or building trades
- ☐ 3-4 Years of experience in building code inspection and/or building trades
- ☐ 0-2 Years of experience in building code inspection and/or building trades

*** Required Question**