



## Building Department

**Zoran Savic**  
**Building Commissioner**

### Job Posting

**DATE:** February 01, 2021

**POSITION:** Building Inspector/Property Maintenance

**DEPARTMENT:** Building Department

**JOB DUTIES:** Building Inspector will perform rental inspections for single-family and multi-unit homes to ensure that property owners, managers and occupants comply with Building Codes and Local Ordinances. Inspector will also file, record and document paperwork relating to the Lansing Crime Free Housing Program along with mailing out compliance letters for rental properties and issue citations for properties not in compliance. Additionally, the inspector will be assigned an area to enforce property maintenance to assure properties come into compliance to help maintain and improve neighborhood values and respond to residential complaints of any public nuisance or safety issue.

#### **Responsibilities:**

Perform inspections of all rental units by visually examining the exterior of the structure for code compliance with Building and Local Ordinances. Looks for tall grass, weeds, exterior of home to be in clean, safe and sanitary condition; address any defects of roofs, windows, accessory structures. Locate required smoke/carbon detectors, egress openings, and any other possible threat to the occupant of structure. Follows up with all failed inspections to ensure compliance.

Complete inspection reports, document, and maintain record logs for Crime Free Housing Program. Issue letters of compliance for rental properties not registered in Village. Issue tickets for compliance as well as issue certificates of occupancy upon completion of passed rental inspections and mail renewal invoices for rental properties.

Write Property Maintenance citations for exterior of structures not meeting compliance with the International Property Maintenance Code (IPMC) 2015 and Local Ordinances Lansing such as; exterior not being maintained in a clean, safe and sanitary condition, respond to residential complaints regarding homes not being maintained such as tall grass, weeds, animal waste, inoperable/dismantled vehicles stored on private property, ensure vacant properties and lots are being maintained. Follow up with complaints and help residents understand any notice of citations received.

Patricia L. Eidam  
*Mayor*

Vivian Payne  
*Village Clerk*

Saad Abbasy  
*Trustee*

Mike Fish  
*Trustee*

Maureen Grady-  
Perovich  
*Trustee*

Brian Hardy  
*Trustee*

Lionel Valencia  
*Trustee*

Jerry Zeldenrust  
*Trustee*

**Requirements:**

- Possess ICC Certified Building Inspector/Property Maintenance Certifications
- Must have experience in building and construction
- Must maintain in good standing Driver's License
- Must pass criminal background check
- Must have great communication skills and be respectful
- High School Diploma or GED
- Must be proficient in the use of mobile technology and Microsoft Office Word.
- Be able to assist front desk when needed
- Bilingual is a plus

**Salary:** Starting \$35,000.00 a year

**Deadline:** Open until position is filled.

To receive consideration, please submit your application and resume to Zoran Savic by mail at the Village of Lansing Municipal Center 3141 Ridge Road, Lansing, IL 60438. You may also submit your application and resume as an email attachment to [zsavic@villageoflansing.org](mailto:zsavic@villageoflansing.org). If you're submitting by email please title the subject line **Building Inspector/Property Maintenance**. For more information, contact Building Commissioner Zoran Savic at 708-895-7210