



VILLAGE OF BEACH PARK

11270 W. Wadsworth Road

Beach Park, IL 60099

(847) 746-1770 · www.villageofbeachpark.com

Senior Inspector

The Village of Beach Park, Illinois (incorporated 1989. pop. 13,995) is seeking a full-time Senior Inspector. Beach Park is a residential community along Lake Michigan in northeastern Illinois, about 50 minutes from both Chicago and Milwaukee. The position is a Building Inspector / Code Enforcement Officer, responsible for building inspections and plan reviews associated with construction permits as well as code enforcement inspections and administrative functions.

The desired candidate will be able to understand and interpret construction drawings; interact with builders, property owners, businesses, and contractors; understand and apply the technical requirements of various building codes; and coordinate with other Village departments and government agencies on a regular basis. A typical day will include construction inspections, code enforcement inspections, and the data entry, correspondence, and phone calls associated with both types of inspections. The complete job description for this position is attached.

The successful candidate must have a minimum of two (2) years of experience in construction or as a Building Inspector / Code Enforcement Officer. The position requires excellent speaking, writing and interpersonal skills; a high school diploma or equivalent; general construction knowledge, including basic knowledge of electrical and plumbing; ability to perform building plan reviews; and excellent computer skills. The candidate must be able to maintain a professional demeanor through stressful and confrontational situations, and conduct field inspections in a variety of conditions. Candidate must be able to obtain ICC Certifications in Property Maintenance and Residential Building Inspection within one year of hire. A valid driver's license is required.

The salary range for this exceptional professional opportunity is \$55,000 - \$63,000 DOQ. Beach Park is a fully funded IMRF community with an excellent benefits package and the ICMA-RC retirement program. This position is open until filled and interested applicants are strongly encouraged to apply no later than January 15, 2021. Application submittals comprised of a cover letter, resume and (5) work related references can be dropped off, mailed or e-mailed to Village of Beach Park, Attn: Community Development Director, 11270 W. Wadsworth Road, Beach Park, IL 60099. For more information, please contact Andrew Jennings at andrew.jennings@VillageofBeachPark.com or 847-746-1770.

The application can be found at: <https://www.villageofbeachpark.com/government/employment>.

The Village of Beach Park is an Equal Opportunity Employer.



VILLAGE OF BEACH PARK JOB DESCRIPTION

Job Title: Senior Inspector

Exempt: No

Salary Range: Per Salary Schedule

Reports To: Community Development Director

Department: Community Development

Date: November 10, 2020

Division: Building Department Services and Code Enforcement

JOB SUMMARY

The job duties of the Senior Inspector include but are not limited to: plan review, inspections, and general consultation with property owners, businesses, and contractors pertaining to building permits and construction oversight; inspections and code enforcement activity related to zoning, property maintenance, municipal code and nuisance violations in the Village; serving notice of violations in person, by telephone or in writing; and to provide responsive, courteous and efficient service to Village residents and the general public. This position performs inspections of routine and complex structural systems at various stages of new construction as well as alterations and repairs; coordinates with third-party inspectors and outside agencies in the oversight of construction and code enforcement activity; ensures compliance with zoning and general land use standards, acts to protect life and safety of the public concerning work by ensuring compliance with Village, State, and national construction, fire and life safety codes.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Senior Inspector might be asked to perform. This job description is intended to incorporate any municipal ordinances created for the position of Building Inspector/Code Enforcement Officer. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Essential Functions:

- Initiate and investigate complaints of violations of the Municipal Code. Includes field inspections, issuance of warnings and citations, correspondence, and thorough documentation of inspection activity and case information into tracking software system
- Appear in circuit court and adjudication hearings to provide testimony on behalf of Village when necessary.
- Deliver Village correspondence as requested
- Interact with other governmental agencies, such as the Lake County Sheriff's Office, Fire Protection District, and Stormwater Management Commission, to assist with municipal code violation issues, citations, and any

other assistance as may be requested or required.

- Investigate housing and habitability complaints and resolve as necessary.
- Review construction plans and other materials submitted with applications for permits for conformity with applicable codes.
- Inform contractors and owners, architects/engineers and designers of non-compliance with codes and specifications through effective communication, both written and verbal.
- Confer with architects, contractors, builders and the general public regarding construction related matters.
- Request removal and or remediation of faulty, dangerous or unsafe installations and situations or occurrences. Prepare and post Stop Work Orders and other notices as required and/or directed.
- Represent the Village at project meetings and public meetings of various boards and commissions as requested and/or directed.
- Inspect foundation, cement, framing, plastering, plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.
- Attend regular training regarding construction methods and materials.
- Assist in the review of zoning, code enforcement, and fire inspection work as assigned.
- Advise the Community Development Director in the preparation of amendments to sections of the municipal code pertaining to property maintenance and construction.
- Advise the Community Development Director, through periodic activity reports and other assessments, of opportunities to improve the efficiency of the Division.
- Act as the primary Building Department representative for emergency calls initiated by police and fire dispatch overnight and on weekends.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent. AAS in Construction Technology or Code Enforcement recommended
- Knowledge of general construction; building trades; basic electrical and plumbing
- Minimum of two (2) years of experience in the building construction field and/or as a Building Inspector/Code Enforcement Officer
- Minimum of one (1) year of specialized training in building and zoning law.
- ICC Property Maintenance Code Certification
- ICC Certification – Residential Building Inspector and/or licensed home inspector
- A valid Illinois motor vehicle operator's license.
- FEMA NIMS Training and certificates as required
- Preferred bilingual (Spanish)

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public, exercising good judgment and self-

control in stressful and confrontational situations.

- Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and to detect deviations from plans, regulations and standard construction practices.
- Ability to detect and locate defects in building construction work, and to ascertain the stages at which these can be most easily remedied.
- Ability to perform mathematical calculations related to interpretation and applications of relevant codes and standards.
- Ability to comprehend, retain and apply Village, State, and Federal policies and legislation, i.e. Village ordinances, procedure manuals, property codes, etc.
- Ability to interpret and implement Village policies and procedures; written instructions, general correspondence; Federal, State, Village, and local regulations; MSDS sheets, safety manuals; and warning labels. Assist public with preparation of permits
- Explain to public how to comply with municipal code and ordinances
- Ability to interpret plans and blueprints to diagnose hazards and defects
- Ability to enforce and maintain regulations fairly and tactfully
- Positive interaction as a member of the Village Team
- Core Competencies of accountability and integrity, collaboration, service, courtesy and kindness, innovation, and safety
- Effective communication with internal and external customers, such as builders, developers, and the general public.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and related software. Other equipment could be required.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Field conditions may include uneven terrain and utilizing ladders to access inspection areas.

Work Environment:

- Works in both an office setting as well as in outside and adverse weather conditions.