

# CITY OF WHEATON Illinois

## EMPLOYMENT OPPORTUNITY- BUILDING INSPECTOR

Wheaton, Illinois is a distinctive community of more than 53,000 residents situated west of Chicago. Settled between 1837 and 1838, Wheaton serves as the County Seat of DuPage County. Residents and visitors are drawn to the blend of big-city comforts and small-town charm that makes Wheaton an excellent place to live, work, shop and play. From its top-ranked schools and picturesque downtown to its historic neighborhoods and dynamic community, Wheaton is a comfortable place to call home.

The City of Wheaton is hiring a Building Inspector to join the team in our Building & Code Enforcement Department at City Hall. This a full-time position that is responsible for conducting inspections of commercial, industrial and residential buildings that are under construction, alteration or repair, in order to determine compliance with applicable regulations and codes.

### **Essential Job Functions:**

*Essential duties and responsibilities may include, but are not limited to, the following:*

- Conduct inspections on building construction, alterations, and repair for adherence to building code regulations; including structural, electrical and mechanical safety standards
- Ensure compliance with approved plans, design standards and zoning regulations
- Effectively and professionally communicate inspection issues with contractors, property owners and other parties involved
- Issue code violation notices and letters to property owners, contractors, and others to inform them of violations and corrective action needed. Provide guidance and follow up to ensure violations are corrected
- Ensures conformity to design standards throughout all phases of construction and conducts final inspections of construction projects for overall code compliance
- Investigate suspected cases of work without permit
- Assist Code Enforcement Officer with building code related issues as needed
- Maintain reports, including inspection findings, discovered violations, corrective actions and recommendations
- Maintain knowledge of existing and changing building codes, construction practices, and associated regulations
- Perform plan reviews as assigned
- Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive city image, constructive working environment, and foster pride and professionalism in the workplace and community
- Provide exceptional customer service to residents, contractors and members of the public on behalf of the City

**Qualifications:** High School Diploma or equivalent along with a minimum four years of skilled construction, electrical, code enforcement, or similar experience. Must have a valid driver's license. ICC Certification as a Building Inspector upon hire is preferred but is required after 18 months of employment. Other preferred ICC Certifications include: ICC 1 and 2 Family Dwelling Combination Inspector, Combination Commercial Inspector and Electrical Inspector.

**Salary:** \$74,164-\$100,162/year, depending on qualifications. The City of Wheaton offers a competitive benefits package including excellent health insurance options, generous paid time off, participation in Illinois Municipal Retirement Fund (IMRF), and a comprehensive wellness program.

**To Apply:** Qualified candidates should submit a completed application and resume to [careers@wheaton.il.us](mailto:careers@wheaton.il.us), or by fax to: 630-597-2513, or in person/via mail to Human Resources, 303 W. Wesley Street, Wheaton, IL 60187.

*The City of Wheaton is an Equal Opportunity Employer. Please contact the Human Resources Department if you require assistance applying.*