



VILLAGE OF HINSDALE POSITION DESCRIPTION

The Village of Hinsdale is seeking qualified applicants for part-time Building Inspector to work approximately 750 hours per year. The scheduled hours per week are flexible based upon the availability of the applicants, however, working up to 20 hours per week will be required in the busy season – May – October.

Starting Rate of Pay: \$32.00 – \$45.86 (dependent upon qualifications)

POSITION: Part-time Building Inspector
DATE: March 23, 2022
DEPARTMENT: Community Development
REPORTS TO: Community Development Director
PAY GRADE: NM8
FLSA STATUS: Non-Exempt

Position Purpose:

Under general supervision, provides information to the public regarding Village ordinances related to buildings, structures, and properties. Inspects residential, commercial buildings, structures and properties to ensure public safety and compliance with Village Codes.

Supervision Exercised:

None

Job Duties:

Essential Functions:

- Prepares daily inspection sheets. Determines inspection schedule daily.
- Inspects new and existing industrial, commercial and/or residential properties, and/or other building and construction for conformance to codes, regulations, plans, specifications and standards.
- Enforces construction site requirements.
- Confers with and provides information to developers, engineers, architects, property owners and others regarding code requirements and alternatives and Village policies and procedures wherever possible, resolves complaints and problems.
- Investigates complaints of existing buildings to determine appropriate usage and if hazardous or life safety conditions exist.

- Reviews plans and specifications during inspections for buildings and related construction involving installation, remodeling, replacement and repair for use in performance of inspections.
- Documents and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports and correspondence and issues notices to correct code violations.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Report all accidents and injuries according to Village policy and procedure.

Marginal Functions:

- Perform duties of Code Enforcement Officer when required.
- Other duties as assigned.

Environmental Factors:

The work environment generally includes an office setting and building sites. The incumbent may be subject to inclement weather conditions, high levels of noise for an extended period of time, exposure to fumes, disagreeable odors, open excavations, and/or construction debris and working in high vehicle traffic areas.

Physical Requirements:

Regularly required to sit, stand, walk and stoop, kneel, crouch, climb or crawl, use hands to finger, handle or feel; reach with hands and arms and talk and hear. May lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, depth and the ability to adjust focus.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles and practices of construction.
- Considerable knowledge of building and property maintenance codes and ordinances. Ability to enforce codes with consistency and arbitrarily.
- Knowledge of municipal administration and organization.
- Frequent contact with other Village employees, contractors, developers, other government agencies and the public; must be able to effectively communicate verbally, have an ability to explain codes, regulations and procedures and demonstrate good customer relations.
- Ability to analyze and interpret plans and determine whether plans conform with the provisions of the applicable codes and ordinances.
- Frequently prepares written reports; must be able to effectively communicate in writing.

- Ability to handle multiple tasks simultaneously and in a successful manner.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.

Position Requirements:

- Extensive technical or specialized training such as that would be acquired by an Associate's Degree or two years of technical school
- At least three years of inspection and enforcement experience required or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- International Code Council Certification preferred.
- Valid IL Driver's License required.
- Basic computer software skills required.