

Community Development - Building Inspector/Code Enforcement

Why Work for Westmont?

Westmont is a community of 24,429 residents in the southeastern portion of DuPage County. We are centrally located in the Chicago Metro area with easy access to major highways and Metra, making commuting a breeze. We are home to both Fortune 500 companies and small to midsize local businesses, including over 100 restaurants; so, we have a little something for everyone.

The Village values its employees; and while we have high expectations of staff, we appreciate that people have lives outside of work, which is why we offer a comprehensive benefits package, including vacation (available from date of hire), 10 paid holidays, floating holidays, sick leave, medical/dental/vision/life insurance, supplemental benefits, pension and more!

What Does the Building Inspector/Code Enforcement Do?

Perform field inspections and technical work in connection with the enforcement of Village Ordinances and (International Code Council) ICC Building Codes. In addition, the following is also required; will complete work related to licensing, planning, zoning, permitting, light plan reviews as required and enforcement of municipal ordinances.

Other duties include:

- Performs daily patrols and inspections for violation of applicable codes, ordinances and regulations.
- Drafts and distributes a variety of correspondence, memoranda, notices, and reports relating to code enforcement, including warnings, citations, notices to appear and other code documents.
- Meets with owners, tenants, contractors, business owners, etc. to review violations and explain code requirements in order to achieve code compliance.
- Issues notices to comply on violations and issues "stop work" orders for work without permits or in an unsafe manner; maintains records, files and reports

regarding inspection and plan review activities and findings for possible legal actions.

- Maintain documentary evidence on cases of non-compliance for use in court. When necessary, appears in court and testifies professionally and impartially.
- Enforces municipal ordinances, ICC Codes and other related codes.
- Responds to complaints of code violations related to signage, building occupancy, nuisances, housing conditions, construction, land use, zoning, animals, noise, weeds, dumping, and other code related matters.

For more information, please click [here](#) to see the full job description.

Are You Qualified?

Education

- High school diploma or GED equivalent required. College and/or business coursework is preferred.
- Must possess ICC Residential and Commercial Building Inspector Certifications. ICC certifications in residential and commercial building plan review highly desirable.
- Requires a minimum of five (5) years of experience working with all phases of modern construction practices and building codes, plus three (3) years in code enforcement, planning, and plan review.
- Requires thorough knowledge of Village building, environment and zoning codes, rules, ordinances and regulations.
- Requires certifications by national building code agencies as determined by the Village.
- Requires the ability to set priorities, meet critical time deadlines, follow written and oral instructions, and handle business activities with discretion and integrity is required.
- Requires ability to examine plans and specifications to make interpretations and to determine whether such plans conform to provisions of the applicable codes, rules and ordinances.

What Will You Get Paid?

This is a full time, non-exempt (hourly) position with a starting wage of \$32.28 - \$36.66/hr (DOQ).

How Do You Apply?

To apply, please complete our online employment application by clicking [here](#).

Applications will be accepted until February 10, 2023

EOE M/F/D/V