

Village of Midlothian  
Job Description

**Job Title: Building Inspector/Code Enforcement Officer**  
**Department: Building Department**

**Job/FLSA Status: Full-Time, Non-Exempt**  
**Reports to: Building Superintendent**

**Position summary:** The Building Inspector/Code Enforcement Officer is a position which plans, schedules and coordinates professional inspection activities for the Building Department. Work involves technical inspections for the Village building permits, rental inspections, building code enforcement, plan checking and permit application processing functions. Inspector is responsible for both the inspections and the clerical work necessary to those inspections. The position reports to the Building Superintendent and is appointed by the Mayor with the consent of the Village Board.

**Position responsibilities:**

- Administer and enforce the Village's building inspection compliance programs under the direction of the Building Superintendent. This includes but is not limited to, building inspections, business inspections, framing inspections, rental inspections, and code enforcement.
- Investigate complaints and hazardous conditions.
- Advise the Building Superintendent of building and related code interpretations.
- Ensure compliance with federal, state and municipal codes and regulations governing building construction, rehabilitation, alteration, use, occupancy, and code enforcement.
- Prepare notice of violations letters advising property owners and tenants of possible violations and time allowed to correct deficiencies.
- Review cases of and notice of violation reports and revisit dwellings at periodic intervals adhering to policy requirements to verify correction of violations by property owners and tenants.
- Attend court or Administrative Hearing to provide testimony and evidence regarding the enforcement of Municipal code.
- Provide technical assistance to the Building Superintendent.
- Examination of vacant or rental properties.
- Assist with lien correspondence, filing and follow up.
- Enforcement of sign ordinance violations
- Perform other duties as may be assigned.

**Essential skills and experience:**

- Bachelor's degree with major work in pre-engineering, construction technology or a related field
- Minimum of five years of experience in lead or supervisory experience in building and related inspections, plan checking or code enforcement
- Proficiency in the use of office software and technology is required.
- Possession of a valid Illinois Driver's License
- Communicate effectively both verbally and in writing.
- Knowledge of building practices and materials in the structural, plumbing, mechanical and electrical construction fields.
- Have detailed knowledge of federal, state and local codes and regulations governing housing and building construction, rehabilitation, alteration, use and occupancy.
- Possess detailed understanding of problems, trends and approaches used in municipal code inspection and enforcement programs.
- Make persuasive oral presentations of ideas and recommendations.
- Ability to work independently and to maintain a high level of energy.
- Interpret and apply complex rules, regulations, laws and ordinances.
- Ability to enforce codes with firmness and tact.

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- Establish and maintain effective working relationships with those contacted in the course of the work.

**Valued but not required skills and experience:**

- ICC certifications for residential/commercial inspections, permits, code enforcement or related.

**Reporting to this position:** N/A

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_