



VILLAGE OF OAK PARK  
 POSITION RECRUITMENT NOTIFICATION  
 FOR INTERNAL & EXTERNAL CANDIDATES

<b>Job Classification:</b>	<b>Building Inspector</b>
<b>Department/Division</b>	<b>Development Customer Service/Permit Processing</b>
<b>Employment Status:</b>	Full-time
<b>Annual Salary/Grade:</b>	\$26.0577/hr./Grade 9
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	SEIU
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	<b>Open until filled – first review of applications March 5, 2021</b>

**POSITION SUMMARY:**

This is a single class position under direction of the Chief Building Official and/or Permit Supervisor. This position will inspect new construction, additions and alternations of residential, commercial, industrial and mixed-use building and structures; to ensure compliance with applicable building codes and permits and to perform various related technical duties. Possession of an appropriate, valid Illinois driver's license is required. Possession of an appropriate ICC certification as a Residential Building Inspector (B1), Residential Electrical Inspector (E1) and Residential Mechanical Inspector (M1) is a condition of employment and must be obtained within twelve (12) months of the hire date. Possession of International Code Council certifications (ICC(M2) Commercial Mechanical Inspector and ICC(B2) Commercial Building Inspector is a condition of employment and must be obtained within twenty-four (24) months of the hire date. An ICC Master Code Professional is preferred. This position requires work in inclement weather conditions; significant walking on a daily basis.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.