



Planning & Development Services Building Division

PART-TIME GENERAL BUILDING INSPECTOR **APPLICATION DEADLINE: OPEN UNTIL FILLED**

The Village of Bartlett is seeking qualified applicants for the position of Part-Time General Building Inspector to perform the following duties:

- Enforce the Village's adopted building codes and zoning ordinances
- Conduct field inspections for new construction, alterations, additions, fences, decks, patios, driveways, roofs and other improvements to ensure compliance
- Review plans (digitally)
- Respond to requests for information from residents and contractors
- Communicate effectively with residents and listen to their concerns
- Provide support to the building division as needed

Minimum qualifications:

- High school diploma or equivalent (Bachelor's degree preferred)
- Possess at least three (3) years municipal inspection experience
- Possession of Residential and Commercial Building ICC Certifications are a plus, or ability to obtain within 12 months
- Ability to operate an I-Pad in the field to complete inspections
- Prior experience with online permitting systems a plus
- Ability to effectively multi-task in a high activity work environment
- Excellent customer service skills a must
- Proficiency in modern business applications: including but not limited to: Microsoft Outlook, Word, and Excel
- Possess excellent oral and written communication skills
- Possess visual and hearing acuity equivalence to perform competencies
- Ability to successfully complete the Village's screening process including a background check and pre-employment physical

The position requires an average of 18 hours per week, with the schedule to be determined by the needs of the department. Some flexibility is REQUIRED.

Starting pay: \$30.00 - \$35.00 per hour DOQ.

Interested candidates must apply **online** at the following link: www.bartlettil.gov. Under the "How Do I" Tab at the top of the page, click on the link to **employment opportunities** and use the "apply now" tab under the job posting. Please submit a **completed** application along with any supporting documents (resume, cover letter, etc.).