



Village of Downers Grove **JOB OPPORTUNITY** **Building Inspector**

The Village of Downers Grove, IL is seeking a Building Inspector to perform a variety of routine and technical building inspection work to ensure compliance with all current building codes.

Major Duties & Functions:

- Inspects and monitors construction sites to ensure adherence to safety standards, building codes and specifications
- Inspects foundations, structure, insulation, electrical systems, heating systems, and other related items during and after construction for structural quality, safety and conformance to specifications and codes
- Issues violation notices, stop-work orders; confers with owners to explain regulations and explain rectifications
- Maintains daily logs and supplements inspection records with photographs
- Reviews and interprets plans, blueprints, site layouts, specifications and construction methods to ensure compliance for both legal and safety regulations
- Facilitates resolutions to routine problems related to construction
- Drafts letters, memos or reports as needed and inputs data into Village databases
- Determines habitability of damaged structures
- Other duties as assigned

Knowledge, Skills, & Abilities Required:

- Knowledge of Village codes, ordinances and applicable laws, as well as Village inspection policy and procedures
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings or other structures
- High level of customer service and interpersonal skills
- Ability to communicate clearly and effectively, orally and in writing
- Ability to identify alternative solutions or approaches to problems

Education & Experience:

Associate's degree or training from an accredited vocational institution in applicable areas such as building or home inspection. Three years' experience in reading and/or designing drawings or prints gained by employment with an architect, builder, or general contractor firm or in local government. A combination of education and experience which produces the required knowledge, skills, and abilities is also acceptable.

Licenses & Certifications:

- Valid Illinois State Driver's License and a Satisfactory Driving Record
- ICC Residential Inspector and Commercial Inspector (obtained within one year of hire)

Salary: The starting salary for this position is **\$65,437; up to \$78,525** depending on qualifications, knowledge, and experience. The Village provides an excellent benefits package, including health insurance, dental and vision insurance, and participation in the Illinois Municipal Retirement Fund (IMRF).

APPLY NOW! Interested applicants can apply online at www.downers.us. Position open until filled.

The Village of Downers Grove is an Equal Opportunity Employer. For more information, or for assistance, please contact the Human Resource Department at (630) 434-5500.