

## Part-time HVAC Inspector

Description: Under general supervision of the Building Commissioner the HVAC Inspector is responsible for all phases of HVAC inspections, new, existing, residential and commercial to determine compliance with all adopted municipal, county, and state codes and ordinances. Work also includes performing plan reviews, reviewing permit applications, receiving complaints and reports of improper HVAC installation and equipment, and consulting with responsible persons regarding improvements. Will explain and interpret codes and ordinances with contractors, property owners and other interested parties. Keep and maintain records of inspections and communications.

Qualifications: High School Diploma or GED, valid Driver's License. Have knowledge of local codes, ordinances, laws and regulations. Professionally effective in communication, both orally and in writing. Minimum 5 years HVAC work experience. Inspector experience, basic computer literacy, and residency preferred. Have ICC certification (or equivalent) within 18 month of start date.

Ability to perform independently, have attention to detail and be deadline oriented. Able to work both indoors and outdoors, may be exposed to noise, dust and inclement weather. Physically able to stand, stoop, reach, bend, kneel, squat, climb ladders, walk on uneven and loose terrain, and be able to access roofs, attics and crawlspaces.

Please send inquiries to Rich Sumner, Building Commissioner at [bldginspector@chicagoridge.org](mailto:bldginspector@chicagoridge.org).