



NOW HIRING

Part-Time Building Inspector

Community Development

DESCRIPTION:

The Village of Glen Ellyn Community Development Department is recruiting for one (1) part-time Building Inspector (18-28 hours/week).

ESSENTIAL FUNCTIONS:

- Inspects structures for compliance by reading and interpreting plans and codes; approving or rejecting all building components including, but not limited to, structural, framing, foundation, electrical, plumbing and HVAC construction.
- Inspects existing structures for compliance with applicable codes, including Village Code, Fire Code and Life Safety Code.
- Conducts zoning and building code enforcement by investigating complaints, documenting conditions, identifying violations, issuing stop work orders, notices of violation, and citations; also testifies in court on behalf of the Village.
- Assists in the review of zoning regulations and general land use code enforcement, as assigned.
- Provides prompt and courteous customer service by researching and answering questions and complaints from customers in person, via phone, and in e-mail correspondence.
- Completes accessory structure zoning and building plan reviews on an as-needed basis.
- Drafts accurate inspection reports, and performs data entry into the Village's building permit software system (Munis).
- Responds to emergency calls for fires or accidents to buildings in order to determine structural safety and evaluate what conditions must be met to allow occupancy.

QUALIFICATION REQUIREMENTS:

To receive consideration for the position, interested applicants must possess a high school diploma or equivalent. Minimum of two (2) years of experience as an inspector or possess an equivalent combination of education/specialized training/experience in the building trades or in construction practices and procedures. Qualified candidates should possess relevant industry credentials, such as

the ICC Certification as a Residential Building Inspector. A proven ability to apply codes and ordinances firmly, tactfully and impartially is a critical skill set for the position. The ability to develop positive working relationships with Village staff, architects, developers, builders, property owners, and other members of the general public is a must.

Candidates must possess and maintain a valid Illinois motor vehicle driver's license. The work schedule is flexible, with primary work hours falling between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday. This position may work between 18 to 28 hours a week.

The duties of this job include physical activities such as reaching, walking over irregular surfaces and up and down stairs and ladders, lifting and/or moving (up to 20 pounds) objects, grasping, driving a vehicle, talking, hearing/listening, seeing/observing, typing on a keyboard, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Work environment includes both an office setting as well as working outdoors in various types of weather conditions.

SALARY/BENEFITS:

The starting pay offered for this part-time, non-exempt position is \$28.64 to \$43.55/hourly. Starting salary is anticipated to be +/- \$36.00 an hour, depending on qualifications. Depending on the number of hours worked, the position may be eligible for participation in the Illinois Municipal Retirement Fund (IMRF) pension plan.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter Applicants@glenellyn.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #22-39 – PT Building Inspector)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The position is open until filled; however, **first review of resumes will begin Tuesday, October 11, 2022.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER