

CITY OF WARRENVILLE

Building Inspector / Code Enforcement Officer

This position is responsible for a variety of routine and complex work in the development, interpretation, and enforcement of various construction, zoning, housing, property maintenance and public health related laws, standards, and codes.

Job Duties

- Inspects structures and properties during new construction or alterations of existing structures to ensure adherence to City building related codes and approved plans.
- Inspects and enforces City ordinances and codes; prepares for court.
- Conducts inspections of rental and business properties for City code compliance
- Initiates legal action for unresolved violations; prepares information and represents City at Administrative Adjudication Hearings.
- Maintains files and prepares reports.
- Provides information to customers; resolves complex issues; provides information to contractors, engineers, architects, and public regarding building and property maintenance relate codes.
- Works with Police Department, Fire District, City Attorney and HOAs to address property maintenance and building issues.

Requirements

- Graduation from high school or equivalent with 3-6 years of experience in building inspection and code enforcement.
- ICC Property Maintenance and/or Residential Inspector certification (or ability to obtain within first year of employment.
- Considerable knowledge of building, zoning, property maintenance, and health safety codes.
- Considerable knowledge of construction methods related to structural, electrical, building and HVAC.
- Skill in understanding blueprints and construction plans.
- Ability to resolve complex or volatile problems in a fair, courteous, tactful and firm manner.
- Computer skills, including Microsoft office.
- Written and verbal communication skills
- Valid Illinois drivers license
- Spanish speaking skills helpful

Schedule and hours average 40 hours per week generally from 8:00 a.m. to 5:00 p.m. Schedule must be flexible to accommodate weekend or evening inspections. Hiring range is \$29.95 – \$35.56 per hour commensurate with experience. This is a full-time, non-exempt position with benefits including health and life insurance, IMRF pension, and benefit time. Interested applicants should submit an application and resume to amorgan@warrenville.il.us or mail to:

City of Warrenville
Attention: Alma Morgan
3S258 Manning Avenue
Warrenville, IL 60555
Fax: 630/393-6948

Equal Opportunity Employer