

Village of Shorewood Plumbing Inspector Job Description

JOB TITLE: Plumbing Inspector

DATE: 6-26-2019

REPORTS TO: Building Official

DEPT: Building Services

Annual Salary Range: \$60,000 to \$80,000

JOB SUMMARY

The Plumbing Inspector is a full-time, cross-trained position in the Building Services Department. The primary function for this position is to review plans and perform inspections of buildings and structures in the course of construction, alterations, or repairs to determine if plans, workmanship, and materials conform to State Plumbing Code. The plumbing inspector will also be required to enforce Village Ordinances in conjunction with the ICC Property Maintenance and Housing Code, and assist with building inspections as needed.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Conducts plan reviews on all projects with plumbing related work.
- Conducts inspections for residential, commercial and industrial properties to assure code compliance.
- Multi-tasks in a fast-paced, team environment, and communicates effectively.
- Keeps detailed, technical and accurate records.
- Issues violation notices and Administrative Compliance Tickets.
- Interprets Village ordinances on building and construction projects.
- Responds to inquiries from builders, homeowners, and the public.
- Investigates and responds to property maintenance inquiries.

QUALIFICATIONS

The ideal candidate for this position is a self-starter, quick learner, hard worker, and someone who is able to provide exceptional customer service. Required qualifications include:

- A State Plumbers License along with the Inspectors Certificate.
- 1-3 years of experience in municipal inspections, construction trades, apprenticeship programs, or related fields required.
- Possession of ICC Property Maintenance and Housing Certificate must be obtained within six (6) months of hire date.
- Possession of ICC Residential Building Inspector Certification must be obtained within twelve (12) months of hire date.
- Continuing education, the ability to obtain and maintain additional ICC certifications, and involvement with professional organizations is expected.

Other requirements include:

- A high school diploma.
- A valid Illinois driver's license.
- Ability to read technical language, construction drawings and maps.
- Ability to communicate effectively with a variety of internal and external customers.
- Ability to communicate professionally in writing and verbally.

- Ability to use the Village's software system, including Microsoft Office.
- Ability to work overtime, if needed.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Often required to visit construction sites in inclement weather and climb on materials, equipment, and upgraded terrain when performing inspections. Physical tasks include, but are not limited to, the ability to stand, walk, climb, reach, lean, twist, grasp, lift and carry, push, pull, bend, crawl and kneel. Must operate an automobile to get to and from sites. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HOW TO APPLY

The Village of Shorewood (pop. 17,495) is seeking a full-time Plumbing Inspector. Shorewood is a growing community in northwestern Will County. The position requires, among other things, a State Plumbers License and Inspectors Certificate, as well as 1-3 years of experience in municipal inspections, construction trades, apprenticeship programs, or related fields. Salary range is \$60,000 - \$80,000 DOQ with excellent benefits. Apply by July 17, 2019 with resume, cover letter and contact information for three professional references to Jim Culotta, Village Administrator, at jculotta@vil.shorewood.il.us.

Learn more at: <http://vil.shorewood.il.us/government/employment.aspx> EEOE