



# Job Posting - Building Inspector

Plainfield is a prosperous and bustling Village, located 35 miles southwest of Chicago. Easily accessible, the Village is close to several interstates and state highways making it an excellent place to live, own a business, or simply spend the day shopping and dining in our historic downtown.

Downtown Plainfield, which is the heart of the community, is a vibrant, pedestrian-focused destination for shopping, dining, and entertainment. Each year, the downtown is home to a number of special events including Plainfield Fest, classic car nights, movies, and concerts. Plainfield is also home to the Lake Renwick Heron Rookery, numerous historic districts and landmarks, a wonderful park and trail system, and the DuPage River which provides numerous outdoor recreational opportunities.

At the crossroads of the historic Lincoln Highway and Route 66, Plainfield continues to build upon its already rich history, and the Village Government is well positioned to accommodate growth and welcomes new commercial and industrial development to help parallel the success of its residential expansion.

The Village of Plainfield is seeking applicants for the position of Building Inspector. This is responsible administrative and investigative work in the inspection of all Village commercial, industrial and residential properties, performed to secure and maintain compliance with zoning codes and codes governing building trades. This work helps insure that all buildings and structures are built in compliance with established codes and ordinances.

A Building Inspector is involved in the inspection of buildings in the course of construction, alteration or repair to determine whether plans, and workmanship and materials conform to all existing code compliance issues and inspection requirements.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Inspects construction for compliance with building permit requirements and building and zoning codes. Reviews Architectural/Engineer plans to ensure compliance of building and zone codes. Includes survey requirements for permit, location and final grading.
- Protects residents with health, life and safety issues.

- Inspects buildings in the course of construction, alteration and repair for compliance with one or several of various construction codes that may govern for conformity to existing codes requirements (building construction, structural, electrical, or heating, ventilation and air conditioning.)
- Answers inquiries from the public regarding construction codes and meets with property owners who are building fences, sheds, swimming pools and those who are making structural improvements, etc, and reviews their construction or renovation plans.
- Deals with contractors in making corrections to ensure conformity with regulations and plans with the public on matters relating to building regulations; makes final inspections of construction to check overall code conformity and takes necessary steps to correct violations; reviews plans to determine conformance with codes prior to issuance of building permits; ensures conformance with zoning and land use requirements.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; Solicits customer feedback to improve service; responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Good knowledge of building/zoning and ICC codes. The knowledge equivalent of a High school diploma supplemented by technical or college level courses in building construction, electrical, mechanical or structural engineering or related areas; two years of experience in the construction industry of skilled construction trades, in comparable code enforcement work; or an equivalent combination of training and/or experience. Knowledge and experience in electrical code is a plus.

### **Language Skills -**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

### **Mathematical Skills -**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability -**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills-**

To perform this job successfully, an individual should have the knowledge and ability to work within the Village's New World Software System and Microsoft Office.

### **Certificates, Licenses, Registrations-**

Current and valid driver's license is required along with I.C.C. certifications in residential and commercial building inspection.

### **Physical Demands-**

While performing the duties of this job, the employee is regularly required to stand; walk on uneven surfaces and talk and hear. The employee is frequently required to climb or balance. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl.

This employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.

Starting hourly wage is \$29.15 DOQ. Applications can be found our website [www.plainfield-il.org](http://www.plainfield-il.org) and can also be picked up at Village Hall 7:30 am - 5 pm, Monday-Friday. Applications will be accepted until the position is filled. Resumes with applications can be sent to: **[humanresources@goplainfield.com](mailto:humanresources@goplainfield.com)**.

*The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.*