



## Village of River Forest

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

### Position Opening – Building and Zoning Inspector

River Forest, IL (11,172) – The Village of River Forest is seeking qualified applicants for the position of Full Time Building and Zoning Inspector. Under the direction of the Assistant Village Administrator, this position is assigned to the Building Division and works closely with the Permit Clerk, Building Official, Fire Marshal, Village Engineer, and the Village's third party plan review/inspection consultant. In FY 2019, the Building Division issued 1,400 permits, licensed over 700 contractors, and oversaw approximately 200 code compliance cases.

The Building and Zoning Inspector performs a variety of routine and increasingly complex building plan reviews, meets with residents, contractors and developers to review building, zoning and permitting requirements, conducts preconstruction meetings and inspections, zoning inspections, and oversees the Village's proactive code enforcement program. The Village is implementing new Land and License Management software and the Building and Zoning Inspector will be an integral part of the implantation team. Computer literacy and an ability to improve processes to enhance customer service are required.

The successful candidate must possess knowledge of applicable building codes, property maintenance codes, public health codes, and zoning principals, as well as their applications in a municipal setting; the methods, techniques, and materials used in building inspection, construction, and maintenance as well as unacceptable building construction techniques and of effective corrective measures; an ability to read blueprints and construction plans; and an ability to carry out inspections and enforcement actions with firmness, tact, thoroughness and impartiality.

In addition, the Village seeks an individual who has demonstrated the ability to provide excellent customer service, communicate clearly, establish and maintain a positive attitude and effective working relationships, perform accurate work and exercise sound judgment and problem-solving skills in a fast-paced environment.

Qualified candidates must possess:

- a High School Diploma or equivalent; an Associate Degree in Architectural Technology or Construction Management is preferred;
- International Code Council (ICC) Building Inspector and Property Maintenance Inspector certifications preferred
- Minimum of two (2) years of experience in building trades, plan review/inspector or any equivalent combination of education, training, and experience which provides requisite knowledge, skills and abilities is strongly preferred; and
- Valid Illinois Driver's License.

The salary range for this full-time, non-exempt position is \$53,851-\$78,326 DOQ plus excellent benefits. Hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position may be required to attend monthly adjudication hearings, conduct after-hours emergency inspections, and/or attend monthly Zoning Board Meetings as-needed.

Questions regarding the position should be directed to Lisa Scheiner at [lscheiner@vrf.us](mailto:lscheiner@vrf.us) or (708) 714-3554. Qualified candidates should submit a resume, cover letter and three professional references via email to [apply@vrf.us](mailto:apply@vrf.us). The selected individual will be required to pass a background check, driving record check, and drug screen. Position is open until filled. The Village of River Forest is an Equal Opportunity Employer.