

# CITY OF WARRENVILLE

## Building Inspector

This position is responsible for a variety of routine and complex work in the development, interpretation, and enforcement of various construction, zoning, 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.
- Documents and reports construction deficiencies, code violations, and/or deviations from the approved building plan observed during inspections.
- Performs re-inspections and recommends violation notices for failure to correct problems as required.
- 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 relate codes.
- Works with Police Department, Fire District, County Health Department and City Attorney to address building issues.

### **Minimum Requirements**

- Graduation from high school or equivalent with 3-6 years of experience in building inspection and code enforcement or equivalent combination of training and experience thereof.
- Experience performing reviews of permit applications, drawings, plans, and documents preferred.
- Experience performing electrical, HVAC, and other technical inspections preferred.
- ICC Residential and Commercial Inspector certifications or ability to obtain within first year of employment.
- Considerable knowledge of building, zoning, 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 Driver's 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 \$62,297 – \$73,978. 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](mailto: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**