



City of Elgin Building Inspector

SALARY	\$33.20 - \$40.88 Hourly \$69,056.00 - \$85,028.00 Annually	LOCATION	Elgin, IL
JOB TYPE	Full Time	JOB NUMBER	20231006-01
DEPARTMENT	Community Development	OPENING DATE	10/16/2023
CLOSING DATE	10/31/2023 11:59 PM Central		

CLASSIFICATION DESCRIPTION

As assigned, performs inspections of residential and commercial construction, to determine it meets or exceeds all national, state and local amendments to the building code adopted by the Elgin City Council. This includes new construction, additions and remodeling work. Examines plans in the building and fire disciplines.

AN EXAM EXISTS FOR THIS ROLE. QUALIFIED APPLICANTS MUST PASS THE EXAM WITH A 70% MINIMUM TO BE CONSIDERED FOR AN INTERVIEW. EXAM DETAILS WILL BE SHARED WITH QUALIFIED APPLICANTS AFTER THE CLOSE OF THIS POSTING.

COMPENSATION FOR THIS ROLE STARTS AT \$69,056 ANNUALLY. THE PAY BAND REFLECTS THE TOP COMPENSATION IN THE ROLE AFTER A NUMBER OF YEARS OF SERVICE. A UNION ROLE, THE STARTING PAY IS NON-NEGOTIABLE.

GENERAL DEFINITION AND CONDITIONS OF WORK

Conducts inspections during and upon completion of the construction, repair and/or alteration of all buildings and structures to ensure conformity with approved plans and compliance with applicable codes and ordinances.

Makes a reasonable effort to contact either the contractor or homeowner when the work does not meet the code requirements. At the same time schedules a re-inspection time and date to check for corrections.

Conducts unscheduled routine inspections periodically to make sure work is processing and all inspections are being performed. Issues oral and written orders for the correction of defects in workmanship or materials.

Reviews plans and specifications, as needed.

Assists Property Maintenance inspectors with any questions they have involving code or permit issues.

Prepares reports of inspections and investigations, testifies at public hearings and legal proceedings in violation cases.

Provides technical assistance to contractors, design professionals, and the general public relative to the application and enforcement of building codes and ordinances.

Actively participates with the permit control officers, the other inspectors and management to clear all open permits.

Investigates and resolves, thru the use of all legal means, complaints of work being done without permits. Not only complaints received from the office but also work witnessed in progress.

Conducts final inspection for occupancy to ensure all building and zoning code provisions have been met.

Serves stop work orders along with all other applicable violation notices to inhibit work without permits, illegal occupancies, and hazardous conditions.

Serves as ex-officio member on the Building Commission, Electrical Committee, Plumbing Committee, or Warm Air Heating Committee, as assigned.

Performs project liaison responsibilities as assigned.

Performs problem properties duties as assigned.

Performs other code compliance and duties, pertaining to new construction, as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of local codes and ordinances; State laws, national and international building and fire codes; thorough understanding of standard construction practices in this area. Knowledge of computer applications as pertaining to code enforcement. Ability to communicate with the public and other staff as related to building codes and other issues. Ability to work in the field with minimum supervision. Extensive and demonstrative knowledge of the use and application of MS Office Suite and electronic mail systems.

EDUCATION AND EXPERIENCE:

Graduation from high school or completion of GED, supplemented by five years experience working in the construction industry and a working knowledge of approved methods and materials used in construction including plumbing, electrical, building, heating, fire, and sanitation practices.

ADDITIONAL INFORMATION

SPECIAL REQUIREMENTS:

Possession of a valid Illinois Drivers License is required.

Must possess ICC certification as a Residential or Commercial Building Inspector within 6 months of hire. Must obtain ICC certification as a Residential or Commercial Building Inspector (whichever is not previously obtained) and Building Plans Examiner within one year of employment.

Agency

City of Elgin

Address

City of Elgin
150 Dexter Court
Elgin, Illinois, 60120

Phone

847-931-6049

Website

<http://www.cityofelgin.org/jobs>

Building Inspector Supplemental Questionnaire

*QUESTION 1

Are you a full time employee with the City of Elgin?

- ☐ Yes
☐ No

* Required Question