



POSITION ANNOUNCEMENT

Building Inspector – Community Development

The Village of Vernon Hills is seeking a candidate for the position of Building Inspector in the Community Development Department. The position reports to the Director of Community Development.

JOB SUMMARY: This position is responsible for performing building and electrical inspections and plan examinations. The position also includes reviewing, preparing and maintaining a variety of requisite records and reports and executing projects assigned by the Director of Community Development.

RESPONSIBILITIES:

- Inspects all phases of construction of buildings and structures, their components, materials and equipment for compliance with applicable codes adapted by the Village.
- Inspects all phases of electrical installations for residential and commercial uses for compliance with the National Electrical Code.
- Performs building and electrical plan examination of all residential and commercial uses. Provides written notice of corrections or revisions required to be made prior to issuance of a building permit.
- Coordinates and performs plan review of all small accessory structures including but not limited to fences, sheds, decks driveways garages and residential additions.
- Responds to telephone call and questions from contractors, architects, the residents and others regarding interpretation of procedures, building construction, plumbing installations, code requirements and other ordinances enforced by the department; participates in the resolution of complaints.
- As authorized by the Director of Community Development, issues violation notices for non-compliance with codes or approved plans; issues “stop work orders” as indicated by circumstances; appears in court, providing relevant testimony, as required.
- Performs research on inspectional, procedural and administrative topics as directed by the Director of Community Development and prepares reports and recommendations; coordinates activities with other Village departments to achieve compliance with various local ordinances; maintains and/or participates in the maintenance of a variety of records and provides information on construction projects occurring in the Village.
- Performs other duties as required or assigned by the Director of Community Development.

REQUIREMENTS: The following requirements must be met:

- Associate Degree with course work in areas of architecture, engineering, construction technology or related field is preferred.
- Requires ICC certification for combination building inspector within two years of employment.
- Requires two to four years of progressively responsible experience in building/electrical construction, or related field.

- Minimum of two years of Building and/or electrical Inspection experience is preferred.
- Requires knowledge and interpretations of building and electrical codes.
- Knowledge of local ordinances and amendments is preferred.
- Requires extensive knowledge of industrial, commercial and residential construction methodologies and applicable codes and ordinances.
- Requires thorough knowledge of methods and materials used in building design and construction.
- Requires extensive knowledge of national, state and local codes and regulations governing building construction and plumbing installations.
- Requires possession of a valid class “D” Illinois Driver’s license.
- Excellent verbal and written communication skills.
- Knowledge of various computer software, including Microsoft Word.
- Requires ability to inspect all phases of construction activity and ability to detect defective construction and electrical practices and to determine proper remedial measures.
- Requires ability to deal with public in general and with difficult enforcement situations, and to interpret, explain both written and verbally and enforce equitably, with firmness and tact, Village codes and ordinances relating to building construction and plumbing installations.
- Requires ability to read, interpret and determine adequacy of construction plans and specifications and to compare them with construction in progress.
- Requires ability to maintain operating records and reports on departmental activities.
- Requires ability to establish and maintain effective working relationship with the Village employees, developers, contractors, property owners and the Village residents.
- Chosen candidates will be subject to a background and criminal history investigation, reference check, and qualifying pre-employment medical examination and drug screen.
- Successful completion of a twelve-month probationary period.

SALARY RANGE: The salary range for this position is \$68,539 - \$92,688/annually.

BENEFITS: The Village of Vernon Hills has a competitive benefit package which includes health, dental, vision and life insurance, as well as health and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement and more.

APPLICATION PROCESS: Application forms may be obtained from the Village Hall at 290 Evergreen Drive, Vernon Hills, IL 60061 or the Village website at www.vernonhills.org.

Applications must be fully complete including sufficient detail to determine if an application meets the specific requirements. Please submit completed applications to the Human Resources Department at the Village Hall in person, by mail, or by email at employment@vhills.org. Please make sure to include “Building Inspector” in the subject of the email.

Applications will be accepted until Friday, July 19, 2019.
