



Job Announcement

Building Services Associate

Shorewood, Illinois (pop. 17,495) is accepting applications for a part-time Building Services Associate. Shorewood is a growing community in northwestern Will County and adjacent to Joliet. Primary duties include answering and directing phone calls, assisting customers at the counter, accepting contractors' licenses and building permits, and processing payments in a fast paced environment. Hours of work are Monday – Friday preferably between 10am - 2pm. The pay range is \$16.40 - \$22.55 per hour.

Offers of employment are subject to successful completion of a background check and drug screening. Qualified individuals are encouraged to complete an application form, which can be found at: <http://vil.shorewood.il.us/government/employment.aspx>.

Applications are **due by Friday, June 4, 2021** and should be submitted to Jim Culotta, Village Administrator, at jculotta@vil.shorewood.il.us or mailed to Village Administrator, One Towne Center Blvd., Shorewood, IL 60404.
EEOE

Full Job Description attached



**JOB DESCRIPTION:
BUILDING SERVICES ASSOCIATE**

DEPARTMENT: BUILDING SERVICES DEPARTMENT
REPORTS TO: BUILDING OFFICIAL
CLASSIFICATION: PART-TIME

JOB SUMMARY

The Building Services Associate is a front line customer service position that provides assistance to residents, contractors, and others seeking to do business with the Village and the Building Services Department. This position also provides administrative support to the Building Services Department. Primary duties include answering and directing phone calls, assisting customers at the counter, accepting contractors' licenses and building permits, and processing payments in a fast paced environment. Hours of work are Monday – Friday preferably between 10am - 2pm.

DUTIES & ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets and assists the public, answer telephones and transfers calls when appropriate.
- Answer questions and provide information to the public and applicants regarding requirements, regulations and procedures.
- Accepts applications and routes to the proper personnel for review and approval. On occasion will process over the counter residential permits such as roofing, siding, furnace/AC, and water heater replacements. Processes contractors' licenses by accepting applications and payment.
- Assist customers with permit process, property plats and GIS system to locate addresses and property ownership information.
- Scheduling of Code Enforcement and Building Permit Inspections. Provide assistance with code enforcement issues and entering into the Village software system and keeping it updated.
- Assist with and process Freedom of Information (FOIA) requests.
- Assist with document retention by ensuring proper paperwork and forms are complete then scanned and filed.

KNOWLEDGE, ABILITIES, AND SKILLS

The ideal candidate for this position is a self-starter, quick learner, hard worker, and someone who is able to provide exceptional customer service. The ability to understand basic grammar, spelling, and punctuation. Essentials are confidence in working with the public and the ability to

communicate clearly. Ability to organize, prioritize and multitask. Proficient with Microsoft Office and database programs.

QUALIFICATIONS

- Minimum of one year work related experience in general clerical work and office environment. Applicant must possess a valid high school diploma or GED.
- Requires knowledge of current business software programs, including Microsoft Word, Excel, and Outlook.
- Requires excellent oral and written communications skills with department personnel and village residents.
- Requires the ability to interpret instructions furnished in written, oral, or schedule form.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Requires the ability to operate a variety of office equipment such as a computer, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects. Tasks may involve extended periods of time at a keyboard or workstation.
- Requires the ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks.

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

The above statements are intended to describe the general nature of work to be performed and the requirements to perform the duties and tasks. They are not intended to be an exhaustive list. This job description does not constitute an employment agreement; it is not a guarantee of work duties or tasks; and is subject to change by the Village, with or without prior notice, to meet operational requirements.

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor Signature

Date

Village Administrator's Signature

Date