



JOB TITLE: Building/Property Maintenance Inspector **DATE:** 6-30-2021

REPORTS TO: Building Official/Asst Bldg. Official **DEPT:** Building Services

ANNUAL SALARY RANGE: \$52,500 - 72,336

The Village of Shorewood is currently recruiting for the position of Building/Property Maintenance Inspector. The Building/Property Maintenance Inspector is a full-time, cross-trained position in the Building Services Department. The primary function for this position is to review plans and perform inspections of buildings and structures in the course of construction, alterations, or repairs to determine if plans, workmanship, and materials conform to all existing code requirements. The Inspector also conducts regular duties as they pertain to property maintenance in support of the Village of Shorewood codes, applicable ordinances and regulations related to zoning, building codes, land use, health and safety, nuisance violations, blight, graffiti, signage and other matters of public concern.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Conducts inspections for residential, commercial and industrial properties for building, electrical, and mechanical systems, as well as property maintenance, zoning, and any other applicable Village Ordinances.
- Reviews building permit applications, issues building permits, and enforces Village ordinances requiring building permits.
- Interprets complex building plans, specifications and codes.
- Multi-tasks in a fast-paced, team environment, and communicates effectively.
- Keeps detailed, technical and accurate records.
- Interprets Village ordinances on building and construction projects.
- Responds to inquiries from builders, homeowners, and the public.
- Investigates and responds to property maintenance inquiries.
- Issues Violation Notices and Administrative Compliance Tickets.

QUALIFICATIONS

The ideal candidate for this position is a self-starter, quick learner, hard worker, and someone who is able to provide exceptional customer service. Required qualifications include:

- A minimum of 3 ICC Certifications. Property Maintenance and Housing, Residential and Commercial Inspector Certifications along with 1-3 years of experience in municipal inspections, construction trades, apprenticeship programs, architectural or engineering studies, or degree in construction technology or related fields required.
- Possession of ICC Residential Mechanical and Electrical Certifications will be a condition of employment and must be obtained within twelve (12) months of hire date.
- Possession of ICC Commercial Mechanical and Electrical will be required within twenty-four (24) months of hire date.
- Continuing education, the ability to obtain and maintain additional ICC certifications, and involvement with professional organizations is expected.

Other requirements include:

- A high school diploma.
- A valid Illinois driver's license.
- Ability to read technical language, construction drawings and maps.
- Ability to communicate effectively with a variety of internal and external customers.
- Ability to communicate professionally in writing and verbally.
- Ability to use the Village's software system, including Microsoft Office.
- Ability to work overtime, if needed.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Often required to visit construction sites in inclement weather and climb on materials, equipment, and upgraded terrain when performing inspections. Physical tasks include, but are not limited to, the ability to stand, walk, climb, reach, lean, twist, grasp, lift and carry, push, pull, bend, crawl and kneel. Must operate an automobile to get to and from sites. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

BENEFITS

The Village of Shorewood offers a competitive benefit package which includes health, dental and vision benefits, as well as a retirement plan thru IMRF. The Village also offers paid holidays, vacation time and sick leave. Applicants will need to pass a background check as well as a pre-employment drug test and physical. The salary range for this position is \$52,500-72,336 annually, depending on experience and qualifications.

Applicants shall submit an application form (available on the Village Website), resume, and cover letter to John Komorowski, Building Official, at jkomorowski@vil.shorewood.il.us Applications will be accepted until July 16th, 2021.