



CITY OF ROLLING MEADOWS

JOB OPENING

BUILDING INSPECTOR

The City of Rolling Meadows Public Works Department seeks a professional, dedicated individual to perform the duties of a Building Inspector. This full-time position will work under the general supervision of the Superintendent of Community Development Operations, within the Community Development Division of the Public Works Department.

Duties and Responsibilities: Duties include performing inspections and enforcement of the City Code and Ordinances for new construction and property maintenance and/or code enforcement activities for both residential and commercial properties in the City. Ability to enter inspection results into permit software, and to assist residents, business owners, developers, and contractors with projects, processes, plan reviews, permits and other related inquiries is required. Successful candidate will also perform, or grow into performing, building plan reviews for commercial and residential permits. The position will assist in the issuance and processing of permits, contractor registrations and business/rental licenses; permit and inspection report filing; maintaining hard copy and electronic permit information, and other various division related activities. This position requires a high energy and personable individual with excellent customer interaction, communication, and efficient writing skills. The successful candidate will have the ability to handle multiple tasks and to be highly organized, detail oriented, and possess good communication skills.

Qualifications: Qualified candidates will have a high school diploma or equivalent, with three to five years of municipal building inspection or related trade experience, with ability to obtain ICC certifications for Property Maintenance and Housing Inspector, and Residential Building Inspector. Higher education or trade license preferred. A valid driver's license is required. Candidates must be knowledgeable in the use and interpretation of ICC Codes, in the operation of a desktop computer; and maintaining office records. The ideal candidate will be organized, efficient, team-oriented and open to change. Experience with Tyler-Munis Software is a plus.

Benefits: The City offers a competitive pay and benefit package including paid holidays, vacation and sick leave, along with health insurance and IMRF pension. Employment is contingent upon successful completion of background check and drug screen.

The successful candidate will have high integrity and will foster open and honest communication throughout the organization. The candidate will strive to better the organization through teamwork, customer service, and professional growth and development.

Minimum starting salary is \$69,978. Qualifications and experience may be considered in actual starting salary in accordance with the City's American Federation of State, County, and Municipal Employee (AFSCME) contract.

Submit cover letter, application, and resume with a minimum of three references by Friday, August 6, 2021 to: Elizabeth Payne, City of Rolling Meadows, 3600 Kirchoff Road, Rolling Meadows, Illinois, 60008 – pwcareers@cityrm.org. Interviews may start before the deadline, but position will be open until filled

The City of Rolling Meadows is an Equal Opportunity Employer.

Posted: July 19, 2021