



## **NOW HIRING**

### **Building Inspector**

### **Planning & Development**

#### **DESCRIPTION:**

The Village of Glen Ellyn Planning and Development Department is recruiting for one (1) full-time Building Inspector. The purpose of this position is to inspect commercial and residential construction to ensure that all work complies with building, zoning, fire, life safety, and municipal codes. This is accomplished by inspecting structures; meeting with contractors, builders and homeowners; enforcing codes; reviewing plans; and performing other related duties as assigned. Additional duties include assisting customers with building permits, responding to complaints regarding construction and code violations and researching applicable code requirements. This position reports directly to the Building and Zoning Official.

#### **ESSENTIAL FUNCTIONS:**

- Inspects structures for compliance by reading and interpreting plans and codes; approving or rejecting all building components including, but not limited to, structural, framing, foundation, electrical, plumbing and HVAC construction.
- Inspects existing structures for compliance with applicable codes, including Village Code, Fire Code and Life Safety Code.
- Conducts zoning and building code enforcement by investigating complaints, documenting conditions, identifying violations, issuing stop work orders, notices of violation, and citations; also testifies in court on behalf of the Village.
- Assists in the review of zoning regulations and general land use code enforcement, as assigned.
- Provides prompt and courteous customer service by researching and answering questions and complaints from customers in person, via phone, and in e-mail correspondence.
- Completes accessory structure zoning and building plan reviews on an as-needed basis.
- Drafts accurate inspection reports, and performs data entry into the Village's building permit software system (Munis).
- Responds to emergency calls for fires or accidents to buildings in order to determine structural safety and evaluate what conditions must be met to allow occupancy.

### **QUALIFICATION REQUIREMENTS:**

To receive consideration for the position, interested applicants must possess a high school diploma or equivalent. Minimum of two (2) years of experience (five or more years is a plus) as an inspector or possess an equivalent combination of education/specialized training/experience in the building trades or in construction practices and procedures. Prior related work experience within a municipal government is also a plus. Qualified candidates should possess relevant industry credentials, such as the ICC Certification as a Residential Building Inspector. A proven ability to apply codes and ordinances firmly, tactfully and impartially is a critical skill set for the position. The ability to develop positive working relationships with Village staff, architects, developers, builders, property owners, and other members of the general public is a must.

Candidates must also be able to perform basic mathematical calculations, and possess the ability to comprehend, retain, and apply Village rules and procedure manuals, including any pertinent Federal, State, or local laws. Must be able to demonstrate the ability to operate various types of equipment, including, but not limited to, standard office equipment, computers, and related MS Office software. Candidates must possess and maintain a valid Illinois motor vehicle driver's license. The general work schedule is Monday-Friday, 8:00 am to 4:30 pm.

The duties of this job include physical activities such as reaching, walking over irregular surfaces and up and down stairs and ladders, lifting and/or moving (up to 20 pounds) objects, grasping, driving a vehicle, talking, hearing/listening, seeing/observing, typing on a keyboard, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Work environment includes both an office setting as well as working outdoors in various types of weather conditions.

### **SALARY/BENEFITS:**

The starting pay offered for this full-time, non-exempt position is \$55,904/yr to \$70,458/yr (Grade J) DOQ, with excellent fringe benefits, including participation in the Illinois Municipal Retirement Fund (IMRF) pension plan. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

### **HOW TO APPLY:**

1. Interested candidates should submit a resume and cover letter [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #15-18 - Building Inspector)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The position is open until filled; however, **first review of resumes will begin Monday, August 27, 2018.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER**

Village of Glen Ellyn  
[www.glenellyn.org](http://www.glenellyn.org)