



NOW ACCEPTING APPLICATIONS FOR

Independent Contractor Inspector

Job Responsibilities

- Conduct all residential sale and rental property inspections
- Conduct/coordinate all new construction and commercial inspections
- Issue citations when necessary
- Prepare cases and attend municipal court
- Process and submit Housing Department Monthly Report
- Assist in new revenue generating procedures
- Approve Construction Meters
- Conduct Business License Inspections
- Issue permits when necessary
- Perform Code Enforcement duties when necessary

Qualifications & Skills

- State of Illinois Home Inspection and New Construction Certification, ICC Property Maintenance and Housing Certification or must become certified within six months
- Valid Driver's License
- Have extensive knowledge of municipal and State laws and applicable procedures pertaining to the governing body
- Must have good customer service skills including phone etiquette and capable of dealing with people with diverse backgrounds and situations
- Dependable and reliable
- Understand and apply various processes, procedures, and ordinances
- Computer skills to include but not limited to Microsoft Word, Power Point and Excel Spreadsheets
- Report writing and tracking
- Capable of working outside in all-weather condition
- Neat and presentable always (due to constant interface with the public)

Apply online at www.cityofmarkham.net (*Application deadline*: Friday, January 3, 2021)

1. Select 'Forms' tab
2. Click 'Job Application'