

Job Title: Building Inspector (Community Development)

VILLAGE OF SCHAUMBURG
Human Resources Department
101 Schaumburg Court
Schaumburg, IL 60193
<http://www.villageofschaumburg.com>

INVITES ONLINE APPLICATIONS FOR THE POSITION OF:

Building Inspector (Community Development) with an online application deadline of 09/05/2017 or until 75 applicants have successfully completed the application process.

SALARY RANGE: \$26.87 - \$40.13 per hour based on a 40-hour work week. Salary dependent on qualifications.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

JOB SUMMARY:

This position is responsible for effective enforcement of all building codes and related ordinances; and also evaluates, interprets, and recommends, where appropriate, any necessary changes to the existing building codes, in order to keep pace with all new and developing technology and coordinates these changes with the Building Official, other appropriate divisions within the department, and other Village departments; assists any other Village department in an emergency situation that may require services; inspects construction projects and existing structures to assure conformity with the village building codes and related ordinances; and maintains written records of violations of village building codes and related ordinances, and issues citations when appropriate.

May be required to perform inspections and/or duties as designated, beyond and/or in addition to, the normal work day or work week.

JOB DUTIES:

Enforces all applicable village building codes and related ordinances. Performs required inspections of construction and installation of materials, equipment, etc. in new and existing buildings and structures. Performs building and mechanical inspections of residential and commercial property. Responsible to serve proper notice and seek proper resolution when infraction of Village adopted codes and ordinances are observed. Researches and submits related code sections to substantiate violations. Appears at village administrative adjudication hearings as necessary to testify during enforcement hearings. Uses village supplied computer software to organize personal daily work schedule, and completes all assigned or scheduled inspections, prior to the end of work day. Compares job site plans/drawings for deviation from Village approved plans/drawings. Posts proper notice of inspection at all buildings and structures. With the concurrence of the Building Official or upper management can post "Not Approved For Occupancy" or "Stop Work Order" warning signs. Prepares written reports in a comprehensible manner, organizes written reports, files, letters, e-mails, and inspection findings. Provides assistance to contractors, tradesmen, and the general public regarding the village building codes and related ordinance requirements. Attends special educational courses and seminars in order to obtain and maintain ICC Certifications applicable to the position. Performs other duties as assigned. Assists various Village departments as directed.

QUALIFICATIONS:

Education equivalent to a high school diploma. Associate's Degree in building and code enforcement, building inspection technology, general studies, or a closely related field preferred. A minimum of five (5) years of experience in building construction. Certified Building Inspection (ICC) certification. Possession of a valid driver's license. Proficiency with current computer software systems, including e-mail, calendar programs, job specific software, and customer service systems preferred or within the first six months of employment. Comprehensive knowledge of approved methods, materials, practices and safeguards of building construction, and interpreting building construction prints and drawings.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperatures. Exposure to petroleum products, chemicals, acids, fumes, dust, disagreeable odors, human, animal or rodent fecal matter, exposure to rodents and/or pests, or inadequate ventilation. Exposure to inclement weather conditions, standing water, mud, concrete placement, obstacles, and various construction materials. Capable of climbing ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stooping, crawling, bending the body downward and forward by bending spine at the waist, bending the body forward and downward by bending leg and spine, turning the body at the waist or turning the head at the neck in a unrestricted motion, moving about on hands and knees or hands and feet, extending arm(s) and hand(s) in any direction; seizing, holding, grasping, turning, with hands; picking, pinching, or otherwise working with fingers; maintaining body equilibrium to prevent falling when walking, running, standing, or crouching. Ability to judge distances so as to see objects where and as they actually are; ability to distinguish objects by the eye; ability to perceive the nature of sounds; ability to feel objects such as size, shape, or texture by the use of fingers and finger tips; ability to distinguish varying degrees of temperatures. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles, construction materials, manufactured materials and/or equipment. Capable of operating instruments, tools, and equipment that are job related and/or as directed. Necessity to effectively communicate both verbally and writing. Capable of conducting thorough plan/drawing review, proof reading, interpreting customer requests, and working with figures. Capable of lifting up to 50 pounds and carrying of materials and tools in the performance of assigned duties. Ability to cope with numerous interruptions. Ability to drive a personal vehicle to and from inspection sites.

BENEFITS:

The Village of Schaumburg has a competitive benefit package which includes: Section 125 cafeteria plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, and sick leave.

SELECTION PROCESS:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER