



**VILLAGE OF HAZEL CREST
BUILDING INSPECTOR**

SUMMARY

Performs a variety of routine and complex technical work in building inspection to ensure that the ICC Building Code and other related codes and standards are met.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Inspectional Services.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

- Enforces building related codes, including International Code Council (ICC) Building Code, Housing Code, Abatement of Dangerous Buildings Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction warning notices and citations, as assigned.
- Community Development Block Grant (CDBG) Program review and verify applications, write bids, complete inspections, etc.
- Plans review for compliance with applicable codes.
- Reviews and verifies CDBG applications for income and ownership.
- Completes CDBG bid write-ups and cost estimates.
- Mediates conflicts between CDBG participants and contractors.
- Investigates complaints received regarding health, property maintenance, zoning and municipal ordinance violations; and takes appropriate action (i.e. notices, tickets, correspondence.)
- Performs on-site inspections of footings, foundations, framing, basic electrical, basic plumbing, basic mechanical systems, etc.
- Examines general framing and structure of buildings to ensure that corners are tied in place, that trusses are tied down and set at proper distances, that floor joists are set at right distances and proper spans, bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard.
- Periodically patrols or inspects an assigned area to monitor for violations of local codes.
- Responds to complaints of potential code violations relating to signage, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.
- Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.
- Meets with owners, tenants, contractors, developers, businesses, etc., to review and explain code requirements and violations or potential violations; secures code compliance.



- Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Inspects and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Other duties as assigned.

PERIPHERAL DUTIES

- Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
- Assists the Board of Appeals as needed, providing required information.
- Performs the duties of a plans examiner, or mechanical, plumbing or electrical inspector as needed and qualified.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED equivalent; bachelor's degree preferred
- Minimum four (4) years of experience in general construction and related fields, or
- Any equivalent combination of post-secondary education and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of ICC Building and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national ICC building codes, zoning and land use applications.
- Skill in the operation of the listed equipment.
- Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- A valid Class A State of Illinois driver's license.
- Property Maintenance and Housing Inspector Certification, or ability to obtain within first year of employment.
- Experience performing review of permit applications, drawings, plans and documents preferred.



TOOLS AND EQUIPMENT USED

Personal computer (with word processing and permitting software); motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.