



JOB TITLE: Building Inspector

DATE: 1-18-2023

REPORTS TO: Building Official

DEPT: Building Services Department

ANNUAL SALARY RANGE: \$55,158 – 75,998

The Village of Shorewood is currently recruiting for the position of Building Inspector. The Building Inspector is a full-time, cross-trained position in the Building Department. The primary function for this position is to review plans and perform inspections of buildings and structures in the course of construction, alterations, or repairs to determine if plans, workmanship, and materials conform to all existing code requirements. The inspector also conducts regular duties as they pertain to property maintenance in support of the Village of Shorewood municipal code and applicable ordinances.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Conducts inspections for residential, commercial and industrial properties for building, electrical, and mechanical systems, as well as property maintenance, zoning, and any other applicable Village ordinances.
- Reviews building permit applications, issues building permits, and enforces Village ordinances requiring building permits.
- Interprets complex building plans, specifications and codes.
- Multi-tasks in a fast-paced, team environment, and communicates effectively.
- Keeps detailed, technical, and accurate records.
- Interprets Village ordinances on building and construction projects.
- Responds to inquiries from builders, homeowners, and the public.
- Investigates and responds to property maintenance inquiries.
- Issues Violation Notices.

QUALIFICATIONS

The ideal candidate for this position is a self-starter, quick learner, hard worker, and someone who is able to provide exceptional customer service. Required qualifications include:

- A minimum of 3 ICC Certifications. Property Maintenance and Housing, Residential and Commercial Inspector Certifications along with 1-3 years of experience in municipal inspections, construction trades, apprenticeship programs, architectural or engineering studies, or degree in construction technology or related fields required.
- Possession of ICC Residential Mechanical and Electrical Certifications will be a condition of employment and must be obtained within twelve (12) months of hire date.
- Possession of ICC Commercial Mechanical and Electrical will be required within twenty-four (24) months of hire date.
- Continuing education, the ability to obtain and maintain additional ICC certifications, and involvement with professional organizations is expected.

Other requirements include:

- A high school diploma.
- A valid Illinois driver's license.
- Ability to read technical language, construction drawings, and maps.
- Ability to communicate effectively with a variety of customers.
- Ability to communicate professionally in writing and verbally.
- Ability to use the Village's software system, including Microsoft Office.
- Ability to work overtime, if needed.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Often required to visit construction sites in inclement weather and walk on uneven terrain when performing inspections. Physical tasks include, but are not limited to, the ability to stand, walk, climb, reach, lean, twist, grasp, lift and carry, push, pull, bend, crawl and kneel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

BENEFITS

The Village of Shorewood offers a competitive benefit package which includes health, dental, and vision benefits, as well as a retirement plan thru IMRF. The Village also offers paid holidays, vacation time, and sick leave. Applicants will need to pass a background check as well as a pre-employment drug test and physical. The salary range for this position is \$55,158-75,998 annually, depending on experience and qualifications.

Interested persons should complete an employment application and submit with a resume to Village of Shorewood, Attention Mark Dudash, Building Official, One Towne Center Blvd. Shorewood, IL 60404, or via email to mdudash@shorewoodil.gov

Employment application can be found at:

<https://vil.shorewood.il.us/departments/admin/Forms//EmploymentApplication.pdf>