

BUILDING INSPECTOR/CODE ENFORCEMENT

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, the successful candidate will perform field inspections and technical work in connection with the enforcement of Village Ordinances and (International Code Council) ICC Building Codes. In addition, the following is also required; will complete work related to licensing, planning, zoning, permitting, light plan reviews as required and enforcement of municipal ordinances. Must be able to work a flexible schedule to include weekends and evenings as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects all types of structures including commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
- Inspects existing buildings and premises for business license, change of use, and occupancy for compliance with applicable codes, ordinances and regulations.
- Performs vacant structure inspections as needed.
- Performs daily patrols and inspections for violation of applicable codes, ordinances and regulations.
- Conducts field inspections regarding violations and takes appropriate action for individuals to correct the violation, verbal warnings, correction notices, or citations.
- Documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Drafts and distributes a variety of correspondence, memoranda, notices, and reports relating to code enforcement, including warnings, citations, notices to appear and other code documents.
- Meets with owners, tenants, contractors, business owners, etc. to review violations and explain code requirements in order to achieve code compliance.
- Issues notices to comply on violations and issues “stop work” orders for work without permits or in an unsafe manner; maintains records, files and reports regarding inspection and plan review activities and findings for possible legal actions.
- Maintain documentary evidence on cases of non-compliance for use in court. When necessary, appears in court and testifies professionally and impartially.
- Enforces municipal ordinances, ICC Codes and other related codes.
- Responds to complaints of code violations related to signage, building occupancy, nuisances, housing conditions, construction, land use, zoning, animals, noise, weeds, dumping, and other code related matters.
- Consults with legal, planning, engineering, public work departments and fire safety staff regarding building, fire, life safety, zoning, and other code interpretations and applications.
- Examines permit plans and specifications for buildings to be constructed, altered, repaired, moved or demolished to ensure compliance with the provisions of applicable codes, ordinances and regulations; recommends modifications and adjustments as necessary.
- Applies valuations, costs, and permit numbers and issues documents such as building permits, inspection notices, occupancy certificates, stop-work orders, correction notices, and citations as appropriate.
- Logs, routes, tracks and processes all incoming plans and related permit submittals; responds to code and related questions in person and on the phone.
- Examines site plans for locations of structures, setback requirements, easements and conformance to planning and zoning regulations.
- Drafts, prepares, recommends, and participates in revisions to municipal code and enforcement policies, procedures, techniques, and standards, as well as the department director’s interpretation.
- Responds to 24/7 emergency on-call requests from the Police or Fire Departments, such as for property

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damage or structural fires on an as needed basis (as back-up to the Building Commissioner).

- Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination.
- Attends required continuing education classes to maintain current ICC Certifications/Licenses.
- Promotes and maintains a positive image in contacts with various persons and agencies, provides effective and efficient customer service, and resolves complex and sensitive issues as they arise.
- Reports situations that may be encountered and are outside the scope of the position to the supervisor.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- High school diploma or GED equivalent required. College and/or business coursework is preferred.
- Must possess ICC Residential and Commercial Building Inspector Certifications. ICC certifications in residential and commercial building plan review highly desirable.

Experience

- Requires a minimum of five (5) years of experience working with all phases of modern construction practices and building codes, plus three (3) years in code enforcement, planning, and plan review.
- Requires thorough knowledge of Village building, environment and zoning codes, rules, ordinances and regulations.
- Requires certifications by national building code agencies as determined by the Village.
- Knowledge of construction practices, state and local building codes and ordinances.
- Excellent communication skills, both verbal and written, with the ability to prepare, organize and communicate field data reports.
- Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets, and databases required. Must have a working knowledge of general office equipment and other tools utilized during field inspections.

Skills and Abilities

- Requires the ability to set priorities, meet critical time deadlines, follow written and oral instructions, and handle business activities with discretion and integrity is required.
- Requires ability to examine plans and specifications to make interpretations and to determine whether such plans conform to provisions of the applicable codes, rules and ordinances.
- Requires ability to provide accurate and sound testimony before the Planning & Zoning Commission, Building & Zoning Committee, courts of competent jurisdiction, and Board of Trustees as required.
- Requires ability to express ideas on technical subjects in a clear and concise manner in both verbal and written form.
- Requires ability to plan and organize the work incorporated in land development procedures, processes and building/zoning operations.
- Requires the ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners, and the general public.

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- Requires ability to establish and maintain effective working relationships with village officials and employees, members of the Planning & Zoning Commission, contractors, developers, and the general public.
- Requires the ability to exercise judgment, confidence and creativity in situations involving the evaluation of information against measurable criteria.
- Requires the ability to work independently with minimal supervision and assistance.
- Requires proficiency in driving/operating a motor vehicle for company business, and maintain a valid driver's license in the state of residence with a good driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires physical ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.
- Requires physical ability to reach into file drawers in standard four-drawer filing cabinets.
- Requires visual ability sufficient to effectively operate office equipment including copier, computer, etc. and visual ability to read and write reports, correspondence, instructions.
- Requires hearing ability sufficient to understand conversations with other individuals both in person and over a telephone.
- Requires speaking ability sufficient to communicate effectively with other individuals in person, and over a telephone.
- Requires physical ability to withstand working outside in a variety of weather conditions.
- Requires physical ability to inspect buildings and other outdoor and indoor construction sites and properties in order to determine compliance with village codes.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually quiet although may be exposed to loud environments occasionally at certain construction/work sites.

SAFETY RESPONSIBILITIES:

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

- Promptly report to your supervisor all accidents and injuries occurring within the course of their employment. If the hazard is not abated notify your Department Head.
- Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent their recurrence.
- Good housekeeping must be practiced at all times in the work area.
- Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling, and other acts which tend to have an adverse affect on safety or the well-being of other employees are prohibited.
- Obey all safety rules and follow published work instructions.
- Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection), in accordance with the current PPE Chart and Job Safety Analysis

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(JSA) Sheets. Please refer to your departments PPE Policy and Chart.

- Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
- Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
- Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
- Arrive at work suitably attired for the job to be performed.
- Communicate the need for safety devices, physical improvements, training and refresher courses.