



BUILDING INSPECTOR I

JOB DESCRIPTION

Department: Community Development Services	Division/Section: Building Safety
Work Location: City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Building Official	Union: Non-union

JOB SUMMARY

Inspects building construction and enforces compliance with building construction codes; issues permits for building construction and demolition. Reviews plans for compliance with building code and zoning ordinance.

ESSENTIAL FUNCTIONS

- Inspects new and existing construction in residences, commercial businesses, and other buildings for conformance with safety standards, laws, and codes for compliance and orders corrective action as required.
- ~~Determines whether work requires permits.~~
- Issues permits and collects fees for building construction and demolition, sign, fence, remodeling, and certification of occupancy; maintains records of permits issued and fees collected.
- Investigates complaints regarding construction done without permits; illegal occupancy; and zoning violations through both observation and speaking with the public.
- Meets with potential developers and builders about preliminary projects to provide guidance through the submittal process.
- Reviews building plans for compliance with state, national and municipal building construction codes; City zoning ordinances, and pertinent laws, and advises relevant parties regarding compliance needs.
- Inspects new and existing fire suppression and fire sprinkler systems for conformance with National Fire Protection Association codes and ordinances.
- Coordinates and assists in inspections with other Community Development and City inspectors.
- Conducts emergency inspections for Police Department and/or Fire Department to

assess structural damage and other building conditions that may compromise safety of occupants or structure.

- Issues certificates of final inspection for completed construction.
- Answers inquiries from the general public on zoning, building code, and permit requirements.
- Monitors daily activities and trains interns for project work.
- Assists owners to prepare appeal/variance applications; Assists in preparing cases for Building Board of Appeals; appears in court if court ordered compliance and fines are necessary.
- Represents the department at various meetings involving other divisions, departments, and outside agencies as an expert in code interpretations, permit requirements, and other highly technical inspection matters/issues.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge and skills typically acquired through completion of an associate's degree in Building Construction Technology;
- Two (2) years of building construction experience, or two (2) years of experience in building code enforcement.

Knowledge of

- Commercial and residential construction techniques including accessibility, building, fire, mechanical, electrical and plumbing codes.

Skills

- Skill in using Microsoft Office products and permitting software, such as Citizernerve.

Ability to

- Organize and prioritize workload.
- Read building plans and specifications.
- Detect possible defects and faults at stages in building construction where these are most readily ascertained and remedied.
- Deal effectively with the public, contractors, architects, engineers, other City personnel, and government agencies regarding enforcement of building construction codes and ordinances.
- Analyze alternative means of compliance presented by relevant parties.
- Act as a liaison between diverse interests in difficult situations.

- Learn new software programs

Licenses, Certifications and Memberships Required

- Must possess or obtain within sixty (60) days of employment a valid State of Illinois Class D driver's license.
- Must possess or obtain with 12 months of hire certification by the International Code Council as Residential Building Inspector and Commercial Building Inspector.
- Must possess or obtain within 18 months of hire Commercial Building Plans Examiner certification.

Special Requirements

- Must be bondable.

Security Level(s)

- MVR: essential functions require frequent use of City vehicles.
- PROP: essential functions require entrance to residential homes.
- PHYS: must be able to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.

Responsible for:

- Inspecting new and existing construction for minimum conformance with building construction codes and ordinances; responsible for ordering corrective action ~~and inspecting~~ for compliance as required.
- Reviewing plans for proposed construction to determine compliance with national, state, and municipal construction codes, and municipal zoning ordinance.
- Determining whether work requires permits.
- Issuing permits and collecting fees for building construction and demolition.
- Maintaining daily inspection records.
- Issuing certificates of final inspection for completed construction projects.
- Executing job responsibilities in a timely manner according to department policy.
- Safe operation of City vehicles and equipment.

Contacts - Internal/External:

- Daily contact with other Department inspectors and office personnel; general public, owners, tenants, contractors, architects, engineers, attorneys, government groups and community groups; and with other City departments.

Supplemental Information

Supervision received

- This position is supervised by the Building Official. Generally works independently under established guidelines and with minimum supervision.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Physical Demands and Working Conditions

- Physical Demands: vision requires the ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; hearing requires ability in the normal audio range with or without correction. Must be able to keep or regain body balance in unstable positions. The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.
- Working Conditions: Standard office setting and daily visits to construction sites; frequent work within private homes, businesses, and private institutions (hospitals, etc.); frequent work in buildings with unsound structural systems; frequent work in cramped spaces such as basements and crawlspaces; occasional work on ladders & roofs; occasional work requiring walking on exposed beams of buildings. Infrequent evening and weekend work may be necessary. Possibility of exposure to toxins (fumes, gases, asbestos, etc.) exists. Possibility of contact with electrical hazards. Work environment could include small, cramped areas such as ceiling crawl spaces, closets, etc. and could require climbing ladders or steps to reach work areas and working at heights greater than ten feet.

Job Dimensions

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

- General revision: 06/30/2021

For HR/Finance Use

Job Class Code	Pay Grade 240
EEO Category 2 – Professional	LVL