



**Position Recruitment Notification  
For Internal & External Candidates**

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**Job Classification:**                    **Building Inspector**

**Department/Division:**                **Development Customer Service/Permit Processing**  
**Employment Status:**                    **Full-time**  
**Annual Salary/Grade:**                 **\$34.8718/hr. +/- D.O.Q. Grade 11**  
**FLSA:**                                        **Non-Exempt**  
**Union:**                                        **SEIU**  
**Employment Commission:**             **N/A**

**Deadline for Application:**            **Open until filled**

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**POSITION SUMMARY:**

This is a single class position under direction of the Chief Building Official and/or Permit Supervisor. This position will inspect new construction, additions and alternations of residential, commercial, industrial and mixed-use building and structures; to ensure compliance with applicable building codes and permits and to perform various related technical duties. Possession of an appropriate, valid Illinois driver's license is required. Possession of an appropriate ICC certification as a Residential Building Inspector (B1), Residential Electrical Inspector (E1) and Residential Mechanical Inspector (M1) is a condition of employment and must be obtained within twelve (12) months of the hire date. Possession of International Code Council certifications (ICC(M2) Commercial Mechanical Inspector and ICC(B2) Commercial Building Inspector) is a condition of employment and must be obtained within twenty-four (24) months of the hire date. An ICC Master Code Professional is preferred. This position requires work in inclement weather conditions; significant walking on a daily basis.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can apply directly using the following link:  
<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654514625>. For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## BUILDING INSPECTOR

**Union:** SEIU

**FLSA:** Non-exempt

**Pay Grade:** 11

**Hours:** 37.5 per week

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To inspect new construction, additions and alterations of residential, commercial, industrial and mixed-use buildings and structures; to ensure compliance with applicable building codes and permits; and to perform various related technical duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Building Official and/or Permit Supervisor.

**EXAMPLES OF DUTIES** - Essential and other important duties and responsibilities may include, but are not limited to, the following:

#### **Essential duties and responsibilities**

1. Perform on-site inspections of residential, commercial, industrial and mixed-use buildings and structures during various stages of construction; ensure compliance with applicable codes; perform follow-up inspections as necessary.
2. May conduct preliminary examination of plans and specifications for new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of the building codes.
3. Perform inspections for business license applications to ensure compliance with applicable codes.
4. Inspect existing buildings for change of use, occupancy, or compliance with applicable codes and ordinances.
5. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, plumbing, gas energy, heating and electrical installations and a large variety of other complex and routine building system elements.
6. Respond to alleged violations; interview complainant and witnesses; document activities; issue letters or notices to comply on violations; maintain records of history of facts for



## BUILDING INSPECTOR

possible legal actions.

7. Assist the appropriate Village offices with hearings to resolve code enforcement problems; prepare case reports for court or administrative proceedings; testify in court and at administrative as necessary.
8. Confer with architects, contractors, builders and the general public in the field and office, explain and interpret requirements and restrictions.
9. Maintain files and reports electronically, in detail regarding inspection(s) and plan check activities and findings.

### **Other important responsibilities and duties:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Inspect fire-damaged buildings.
3. Serve as a resource to other Village departments regarding building code requirements.
4. Perform related duties and responsibilities as required or assigned by the Chief Building Official.
5. May be required to investigate damaged structures during off-hours to determine structural stability, occupancy and/or other related decision.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Methods and techniques of building, electrical and mechanical inspection.
- Computer and technical data entry pertaining to inspection reporting.
- Operational characteristics of inspection equipment and tools.
- Occupational hazards and standard safety practices.
- Building related codes and ordinances enforced by the Village, including the building, electrical, plumbing, and mechanical codes.
- Court room proceedings.
- Complex principles and techniques of building inspection and plans examining work.



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- Principles of structural design and engineering mathematics.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic computer functions and techniques and software applications for recording, scheduling and documenting inspection activities.
- Major types of building construction, materials and methods.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

### Ability to:

- Perform building, electrical and mechanical inspections.
- Interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Read and interpret complex building plans, specifications and building codes.
- Enforce Village codes and ordinances.
- Respond to emergency call out when needed.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Make mathematical computations rapidly and accurately.
- Operate a variety of office equipment including a computer in a safe and effective manner.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance



## BUILDING INSPECTOR

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Walking, standing or sitting for extended periods of time
- Operating assigned equipment.
- Climbing stairs and ladders

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment and vehicles

### **Experience and Training Guidelines**

**Experience:** Two (2) years of increasingly responsible journey-level experience in building, electrical and mechanical inspections, and/or review of building, electrical and mechanical plans with regard to building or code compliance. Experience as an inspector with a municipality is preferred. **AND**

**Training:** Two (2) years college-level or trade school course work in building construction, electrical and mechanical systems. Additional specialized training in construction technology, building inspection technology or related field is preferred. **AND**

### **License or Certificate:**

- Possession of, or ability to obtain within twelve months (12) of hire, appropriate, valid International Code Council certifications as a ICC (B1) residential Building Inspector, ICC (E1) Residential Electrical Inspector, ICC(M1) Residential Mechanical Inspector,
- Possession of, or ability to obtain within twenty-four (24) months of hire, appropriate, valid International Code Council certifications ICC(M2) Commercial Mechanical Inspector and as a ICC(B2) Commercial Building Inspector.
- An ICC Master Code Professional is preferred.
- Possession and maintenance of appropriate certifications is a condition of employment and required for continued employment beyond the twelve-month period from the date of hire. **AND**, Possession of a valid driver's license.



Oak Park

**WORKING CONDITIONS**

**BUILDING INSPECTOR**

Travel from site to site in residential or commercial environment; work in inclement weather conditions; significant walking on a daily basis.

**Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.