



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
BUILDING INSPECTOR

EFFECTIVE DATE: November 1, 2023

DEPARTMENT: <i>Development Services</i>	WORK LOCATION: <i>Village Hall</i>		FLSA STATUS: <i>Non - Exempt</i>
CLASS CODE: 3600	RANGE: 18	PENSION: IMRF	UNION: NU
REPORTS TO: Chief Building Official	LEVEL OF SUPERVISION RECEIVED: General Supervision	LICENSE/CERTIFICATES Valid Class D IL Driver's License. ICC Residential Building Inspector Certification, or the ability to obtain certification within 1 year.	

SUMMARY:

Performs a variety of routine and complex technical tasks in building inspection work to ensure that the Village's adopted International Building Codes, and other related codes and standards are met. Performs inspection tasks within the Village's electronic permitting software.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Enforces building related codes, including the International Building Code, the International Fire Code, the International Residential Code, and local codes such as nuisance, clearing, grading, zoning, etc.	Daily 50%
2.	Utilizes the Village's electronic permitting software within the office and mobile tablet application in the field to enter inspection results and look up permit details and property data.	Daily 20%
3.	Performs on-site inspections of footings, foundations, framing, accessory structures, etc.	Daily 30%
4.	Examines general framing and structure of buildings to ensure common building practices are met, including corners are tied in place, trusses are tied down and set at proper distances, 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, etc.	Daily 30%
5.	Maintains records of building and inspection activity, and completes related reports. Issues certificates, notices, and permits as appropriate.	Daily 10%
6.	Performs certificate of occupancy inspections for new businesses within the Village. Coordinates with fire inspection staff.	Weekly 10%
7.	Assists in researching problems and complaints regarding commercial and residential buildings, building construction, code compliance, fire code violations and fire hazards. Responds to complex and sensitive building issues.	Weekly 10%
8.	Maintains data and records regarding fire inspections and prevention activities; prepares a variety of reports regarding fire inspections and prevention as required.	Weekly 5%
9.	Researches code requirements in Village ordinances, NFPA, ICC and related documents when necessary.	Monthly 5%
10.	Participates in review process and makes recommendations for updating Village ordinances and codes when necessary.	Monthly 5%
11.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practice	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists in administering the permitting functions, including permit routing, fee assessment, and permit issuance, as needed.
2.	Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
3.	Performs the duties of a plan examiner, or mechanical, plumbing or electrical inspector as needed and qualified.
4.	Routinely removes signs illegally posted in the public right of way and reports work being done without required permits.
5.	Stays abreast to new technologies, industry practices, and code updates.
6.	Elevates issues to the supervisor, when appropriate.
7.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

☒ None required

☐ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
- ☒ High school diploma or general education degree (GED)
- ☐ Two or more years of college coursework in related field
- ☐ Associate's degree (A.A.) from two-year college or technical school
- ☐ Bachelor's degree (B.A.) from four-year college or university
- ☐ Master's degree (M.A.)
- ☐ Doctoral degree (Ph.D.)
- Degree or coursework should be in...

Experience Level (Select one - required)

- ☐ No prior experience or training required
- ☐ Six months to one year related experience
- ☐ One to two years related experience
- ☐ Two to four years related experience
- ☒ Four to ten years related experience

Experience in building inspections, general construction, or related fields.

Additional Experience (Select as appropriate)

- ☐ Experience in supervisory capacity...
- ☐ Experience in management capacity...
- ☐ Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
- ☐ Word Processing data
- ☐ Spreadsheet software
- ☐ Database software

Microsoft Office, Central Square Community Development permitting software, MS Outlook, Bluebeam

- ☒ Specialized applications:

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☒ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- ☒ A Plus
- ☐ Preferred
- ☐ Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

WORKING KNOWLEDGE OF:

- Building code and fire prevention inspection principles, practices and methods as applicable to a municipal setting.
- Applicable laws, standards and regulations relating to various land use, zoning, nuisance, and public safety codes.
- Inspection techniques.
- Village Code/International Code Council requirements and regulations.
-

ABILITY TO:

- Understand construction concepts and practices
- Act effectively in stressful situations.
- Read and understand complicated plans and blueprints.
- Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
- Read, write, speak, and comprehend the English language.
- Communicate effectively orally and in writing.
- Follow verbal and written instructions.
- Respond to and interact with customer, employees, and others within and outside the organization in a courteous and professional manner.
- Perform duties of the position in confined spaces or at heights, on a ladder or lift, as needed.
- Use the following tools and equipment: Village vehicle, GFI tester, carbon monoxide/natural gas detector, digital thermometer, metal detector, tape measure, cell phone, ladder, flashlight, hard hat, computer, and telephone.

PROFICIENCY IN:

- Operating a desktop computer (or *computer equipment*) in a network environment (laptop, iPad, etc.)
- Working efficiently under pressure
- Multi – tasking

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 with or without reasonable accommodations.

(mark all 17 activities)

(mark all 17 activities)		----- Amount of Time -----			
<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3	
Stands	_____	_____	_____	<u>X</u>	
Walks	_____	_____	_____	<u>X</u>	
Sits	_____	_____	_____	<u>X</u>	
Uses fingers in a repetitive motion	_____	_____	_____	<u>X</u>	
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>	
Reaches with hands and arms above shoulder	_____	_____	_____	<u>X</u>	
Climbs or balances	_____	_____	_____	<u>X</u>	
Twists or turns	_____	_____	_____	<u>X</u>	
Stoops, kneels, crouches, bends, or crawls	_____	_____	_____	<u>X</u>	
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____	
Talks or hears	_____	_____	_____	<u>X</u>	
Tastes or smells	_____	_____	<u>X</u>	_____	
Operates a motor vehicle or heavy equipment	_____	_____	_____	<u>X</u>	
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>X</u>	
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>X</u>	_____	
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____	
Lifts or move 50 to 100 pounds (heavy)	_____	<u>X</u>	_____	_____	

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

X _____ Corrected vision of...

_____ Uncorrected vision of...

As required by the ILSOS to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions) <u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Works near moving mechanical parts	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Works in high precarious places, underground, or confined spaces	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Flying debris or airborne particles	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Fire, smoke, fumes, gases, or noxious odors	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Risk of electrical shock	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Works with explosives or risk of radiation	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Vibration	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Extreme illumination	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Low noise level (Normal voice tones)	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Moderate noise level (Raised voice levels)	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
High noise level (Shouting/ear protection may be needed)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____