

VILLAGE OF CARPENTERSVILLE POSITION DESCRIPTION

POSITION/TITLE: Building and Plumbing Inspector
GRADE LEVEL: N/A
FLSA CLASS: Non-Exempt

DEPARTMENT: Community Development
UNION: MAP #390
REVISED DATE: 02/01/2024

JOB SUMMARY

Under the supervision of the Building Official, the Building and Plumbing Inspector performs a variety of routine, complex, and technical work related to inspections and plan review to ensure that the Illinois Plumbing Code and all Village adopted plumbing, mechanical, building, electrical and related ordinances are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

- Responsible for effective enforcement of the State of Illinois Plumbing Code, all Village adopted codes and related ordinances, and other related standards, rules, and regulations.
- Perform required inspections of plumbing systems, installations, materials, fixtures, and equipment of new and existing buildings during various phases of construction; serve proper correction or stop work notice and seek resolution for any code violation.
- Inspect installed and repaired plumbing, water, gas, sewer, and heating, as well as piping and related appurtenances to ensure compliance with code requirements.
- Perform onsite inspections of footings, foundations, framing, electrical, mechanical, and other similar systems associated with residential and commercial construction.
- Perform examination of permit plans and applications related to additional phases of residential and commercial projects, including framing, electrical, mechanical, and other similar systems.
- Conduct plan reviews for discrepancy with the State of Illinois Plumbing Code, Village adopted codes and related ordinances, and other related standards, rules and regulations.
- Provide technical assistance to contractors, consultants, homeowners, and the general public related to plumbing codes, ordinances, rules, and regulations.
- Review and evaluate proposed construction documents, permit plans, and applications to ensure that all submittals are complete and accurately represent the scope of the proposed work for residential, commercial, and industrial plumbing projects, which includes identifying difficult technical issues and/or concerns that may arise during construction and determining applicable permit fees.
- Review permit applications and issue permits; maintain detailed records of permit activity related to plumbing permit applications.
- Assist Code Compliance Officers on plumbing-related issues to existing structures and property maintenance.
- Explain, interpret, and provide technical assistance regarding the Codes to residents, property owners, contractors, design professionals, Village personnel, and other interested parties to ensure that correct methods, materials, and specifications are applied to construction activity.
- Coordinate the communication of final inspection findings with other Village departments and/or divisions to ensure that all necessary approvals are granted and fees paid prior to release of performance bonds and/or temporary or final certificates of occupancy.
- Enter inspection findings and other relevant information into the appropriate software program.
- Receive complaints and handle difficult customer service situations or interactions with professionalism, using principles of good customer service, conflict resolution, and de-escalation techniques; notify Building Official or Director of Community Development as needed.

- Communicate professionally and effectively, orally and in writing, with customers, coworkers, elected officials, homeowners, contractors, consultants, representatives of other agencies, and members of the public.
- Maintain a courteous and respectful attitude and represent the Village in a positive and professional manner to all persons; provide a high level of customer service in a thorough and professional manner to all parties needing assistance.
- Establish and maintain cooperative working relationships with coworkers and the public.
- Follow and promote established practices, policies, and procedures of the Village and department; maintain confidentiality of departmental information and of sensitive property, property owner, or tenant information.
- Perform other related duties and special projects as assigned.

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 during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee will use hands to handle, feel, or operate tools, objects, controls, or equipment; will reach with arms and hands; will climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally carry, lift, push, or move up to 50 pounds from a standing or bent over position. Specific vision abilities required for this position include close and distant visual acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee often works outdoors and is exposed to a variety of weather conditions, including cold and hot temperatures, snow, sleet, and rain. The work environment may occasionally be a dark or confined space, or have high dust levels. While performing the duties of this job, employee occasionally works near moving mechanical equipment and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risks of electrical shock and vibration in buildings that are in an unsafe or unsanitary condition. The employee must perform all functions on the job safely and efficiently at all times in compliance with all safety regulations and policies for safety and welfare of the employee, co-workers, and the public.

SUPERVISORY

The Building and Plumbing Inspector reports to the Building Official, and does not have supervisory responsibility.

QUALIFICATIONS

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 and/or Experience

Requirements include a high school diploma or GED, a valid Illinois Department of Health (IDPH) Plumbing License and sufficient number of years field experience in residential and commercial

settings as an Illinois licensed plumber in order to obtain IDPH Plumbing Inspector certification within 12 months of hire. Experience as a municipal plumbing inspector is preferred.

Certificates, Licenses, Training

A valid State of Illinois Driver's License. A valid IDPH Plumbing License. An IDPH Plumbing Inspector certification is required within 12 months of hire. ICC residential inspector or residential plans examiner certification within 24 months of hire strongly preferred.

Extensive knowledge of residential and commercial plumbing materials, methods, and techniques used in plumbing work and inspection methods related to the examination of workmanship, materials, and design. Extensive knowledge of hazards arising from faulty water, gas, sewer, air conditioning, and other plumbing systems and methods of prevention and/or remedy.

Attendance Requirements

Attendance is required for a full-time workweek. Required to be available and present for work as scheduled, Monday through Friday. Ability to work independently with minimal supervision.

Machines, Equipment, Software

The machines, tools, equipment and software that are used when performing the essential functions of this job include a personal computer, Microsoft Office Suite, building code and permitting software, various other computer software programs, printer, copier, scanner, fax, calculator, cellular phone, multiple phone line system, digital camera, motor vehicle, scale ruler, tape measure, flashlight, binoculars, GFCI tester.

Language Skills

Ability to read, comprehend, summarize, and compose moderate to complex correspondences, instructions procedures, detailed plans and blueprints. Ability to effectively communicate and/or present information in one-on-one and small group situations. Ability to understand and carry out oral instruction. Ability to communicate clearly, concisely and legibly, both verbally and in writing. Ability to establish and maintain cooperative working relationships with employees, residents, property owners, contractors, design professionals, public officials and the public. Ability to testify in court in an objective, concise, and professional manner. Ability to produce or obtain reports, graphs, charts, photographs, or the evidence or exhibits necessary to process citations and defend them in court. Ability to speak Spanish fluently not required but preferred.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

Use of cognitive ability to reason, analyze and verbalize thoughts and ideas. Ability to express cognitive ability in spoken and written form. Ability to apply logical understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with, troubleshoot and resolve problems in typical and atypical situations. Ability to analyze situations, problems, and data, and to exercise sound and independent judgment in drawing conclusions and making decisions.