

POSITION ANNOUNCEMENT

PART TIME – ELECTRICAL INSPECTOR

VERNON HILLS, IL (Population 25,911) is seeking a part time electrical inspector. Vernon Hills, Illinois is located in south central Lake County approximately 30 miles from Chicago's O'Hare International Airport. Vernon Hills, having a total area of approximately 8 square miles, includes a wide range of housing, office/warehouse and retail developments.

DUTIES: Under general direction of the Building Commissioner, performs a variety of plan review and inspection duties in support of the Village's Electrical Code; enforces a variety of applicable ordinances, codes, and regulations related to residential housing, commercial uses, health & safety, and other matters of public concern; and serves as a resource and provides information on Village electrical regulations to property owners, residents, businesses, the general public, and other departments and divisions. Reviews, prepares and maintains a variety of inspection records and reports; executes projects assigned by the Building Commissioner. Significant contact with village residents and contractors is an integral part of this position.

QUALIFICATIONS: The following minimum requirements apply:

1. Associate Degree with course work in areas of architecture, engineering, construction technology, etc. is desirable.
2. Electrical License to perform work in the State of Illinois is required.
3. Requires ICC certification for an Electrical Inspector or an ability to obtain certification within a defined term upon hire.
4. Requires three to five years of progressively responsible experience in electrical construction or related field. At least three years of electrical inspection experience is preferable.
5. Requires knowledge and interpretations of The National Electrical Code; including related ordinances and amendments.
6. Requires extensive knowledge of industrial, commercial and residential construction methodologies as related to electrical installations.
7. Requires thorough knowledge of electrical methods and materials used in building design and construction.

8. Requires possession of a valid class “D” Illinois Drivers license.
9. Excellent verbal and written communication skills.
10. Knowledge of various computer software, including Microsoft Word.
11. Passage of a pre-employment physical and drug screen as well as pre-employment reference and background check.
12. Successful completion of 12 month probationary period.
13. Work requires physical strength and agility necessary to perform job functions under all kinds of weather conditions. Work activities include combinations of sitting, standing and walking. Work also requires the ability to see, hear and smell in order to detect problems and be responsive to customer, team member and personal safety. Must be able to work under stressful conditions at times.

SALARY: This is a part-time position, working 15 hrs/week; not exceeding 750 hours/year. The starting rate is \$30.59/hour.

APPLICATION PROCESS: Application forms can be obtained from the Village of Vernon Hills, 290 Evergreen Drive, Vernon Hills, IL 60061, or the Village website www.vernonhills.org . Applications must be fully complete, including sufficient detail to determine if an application meets the specific requirements. Applications can be submitted to Kristen Svendsen at 290 Evergreen Drive Vernon Hills, IL 60061 or kristens@vhills.org. Positions open until filled.

AN EQUAL OPPORTUNITY EMPLOYER