

VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

BUILDING INSPECTOR

EFFECTIVE DATE: January 1, 2006

DEPARTMENT: Development Services/ Code Enforcement	WORK LOCATION: Village of Hoffman Estates		FLSA STATUS: Non - Exempt
CLASS CODE: 3600	RANGE: 18	PENSION: IMRF	UNION: NU
REPORTS TO: Chief Building Inspector	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: Valid Class D IL Driver's License. ICC Building Inspector Certification

SUMMARY:

Performs a variety of routine and complex technical work in building inspection work to insure that the International Building Code and other related codes and standards are met.

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 International Building Code, The International Residential Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.	Daily 20%
2.	Performs on-site inspections of footings, foundations, framing, mechanical systems, etc.	Daily 30%

3.	Examines general framing and structure of buildings to insure that corners are tied in place, that trusses are tied down and set at proper distances, that floor joists are set at right distances and proper spans, and that bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard, etc.	Daily 30%
4.	Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate	Daily 20%
5.	Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.	Daily 10%
6.	Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.	Daily 15%
7.	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 practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
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.	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)**

May exercise supervision over part-time, temporary or other staff as assigned.

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...

Enter degree or coursework here

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 4 yrs. exp. In general construction and 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

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

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

Microsoft Office

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:

Local codes and general construction codes, and a thorough knowledge of carpentry.

Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national building codes, and zoning.

ABILITY TO:

Work well with the public and with local contractors.

Read and understand complicated plans and blueprints.

Communicate effectively orally and in writing.

PROFICIENCY IN:

Operating the listed tools and equipment.

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

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)

----- 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

_____ Corrected vision of...

Enter specific vision requirement here

_____ Uncorrected vision of...

Enter specific vision requirement here

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)

Environmental Conditions

----- Amount of Time -----

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



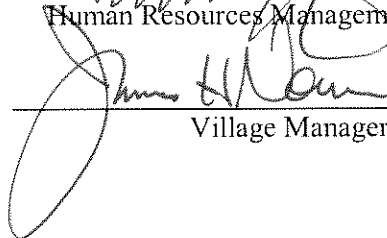
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____