



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

INSPECTOR – MECHANICAL/ELECTRICAL

EFFECTIVE DATE: June 1, 2020

DEPARTMENT: Development Services / Code Enforcement Division	WORK LOCATION: Village Hall		FLSA STATUS: Non - Exempt
CLASS CODE: 3700	RANGE: 18	PENSION: IMRF	UNION: NU
REPORTS TO: Chief Building Inspector	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: IL Class D Driver's License Ability to obtain within one year of being hired: ICC Mechanical and Electrical Inspector Certifications.

SUMMARY:

Performs a variety of routine and complex technical work in mechanical, electrical and energy inspection work to insure that the mechanical, electrical and energy codes and other related codes and standards are met.

Responds to and interacts with residents, design professional, contractors, businesses, 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 mechanical, electrical, energy and building codes, including the ICC International Mechanical Code, NEC Electrical Code, ICC International Energy Conservation Code, ICC International Fuel Gas Code, ICC International Building Code, ICC International Residential Code and local municipal ordinances.	Daily 30%

2.	Performs mechanical, electrical and energy plan reviews; confirms model energy code calculations, reviews plans and manufacturer instructions for proposed mechanical and electrical installations; reviews specifications for compliance with established codes/standards.	Daily 20%
3.	Performs on-site inspections of new construction, building alterations and/or additions, repairs, replacements and other installations of mechanical and electrical and energy systems and associated equipment in residential, commercial and industrial structures for compliance with applicable codes and ordinances.	Daily 30%
4.	Examines mechanical components of commercial kitchen appliances, heating and air-conditioning equipment, gas piping, and gas-fired appliances for proper construction, workmanship, type of material and compliance to approved construction drawings. Re-inspects installations, if needed, after corrections have been made.	Daily 20%
5.	Examines electrical and low voltage systems for proper construction, workmanship, type of materials and compliance to approved construction drawings. Re-inspects installation, if needed, after corrections have been made.	Daily 10%
6.	Reviews energy assessments provided for new or remodeled buildings.	Weekly 5%
7.	Prepares mechanical, electrical and energy code revisions and amendments.	As Needed
8.	Maintains written and electronic records of building and inspection activity and completes related reports. Issues certificates of occupancy and permits as appropriate.	Daily 30%
9.	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%
10.	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%
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 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.	Assists with reviews of basic building permits for remodeling and accessory structures.
3.	Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
4.	Performs the duties of a plan examiner, or mechanical, building, energy, plumbing, or electrical inspector as needed and qualified.
5.	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...

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 & mechanical/electrical field

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, Community Development software, Outlook

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.

PROFICIENCY IN:

- Operating a motor vehicle, phone, ladder or scaffolding, tape measure, voltmeter, infrared camera, carbon monoxide/natural gas tester, computer, flashlight, hard hat, cell phone, mobile tablet, digital camera.

WORKING KNOWLEDGE OF:

- Local codes and general construction codes, and a thorough knowledge of mechanical/electrical systems.
- Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national building codes, and zoning.

ABILITY TO:

- Work independently on field inspections, make decisions requiring the use of technical judgment and discretion; however, consultation with a supervisor on difficult and unusual cases is expected.
- Work well with the public and with contractors and businesses.
- Read and understand complicated plans and blueprints.
- Communicate effectively, verbally and in writing.

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> </u>	<u> </u>	<u> </u>	<u> X </u>
	Walks	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Sits	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Uses fingers in a repetitive motion	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
	Uses hands to grasp, finger, handle, or feel	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Reaches with hands and arms above shoulder	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Climbs or balances	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Twists or turns	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
	Stoops, kneels, crouches, bends, or crawls	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Pulls, pushes, or carries	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
	Talks or hears	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Tastes or smells	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
	Operates a motor vehicle or heavy equipment	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Lifts or move 0 to 10 pounds (sedentary)	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
	Lifts or move 10 to 20 pounds (light)	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
	Lifts or move 20 to 50 pounds (moderate)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
	Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	<u> </u>	<u> </u>	<u> </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...

☐ Uncorrected vision of...

As required by Secretary of State's Office to operate a motor vehicle.

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: _____