

HUMAN RESOURCES DIVISION
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 18-18
POSTED: 07/23/2018, 12:00 p.m.
EXPIRATION: until filled
TITLE: BUILDING SAFETY INSPECTOR (Position Code #2420)
SALARY: \$54,906 - \$99,446
DEPARTMENT: COMMUNITY DEVELOPMENT
DIVISION: INSPECTIONS

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection to insure that the IBC and other related codes and standards are met. Inspectors hired to specialize in a particular trade are required to meet specialized requirements as listed later within this job description

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews for compliance with local and state ordinances for plans of new construction;
Assists the Inspection Services Director in all aspects of construction inspections;
Inspects buildings to assess compliance with IBC Codes and issues letter of violation for cases of non-compliance;
Inspects all public safety emergencies which may involve a possible violation of building codes;
Assists with inspection of demolition and/or disconnection from City water and sewer services;
Assists with inspections of street excavations;
Develops and maintains historical records of ownership and occupancy for all construction within the City;
Assists in the issuing of all building permits;
Answers citizen inquiries regarding building code requirements;
Inspects buildings damaged by fire;
Assists in the inspection of other construction including, but not limited to, sidewalks, driveways, patios and remodeling;
Enforces building related codes including International Building Codes, International Residential Codes, and other local codes as appropriate;
May serve as the City's American with Disabilities Act Coordinator;
Performs on-site inspections of footings, foundations and framing, etc.;
Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate;
Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues;

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;

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance;

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties;

Assists the Board of Appeals as needed;

Review proposed subdivisions for code compliance;

Performs the duties of a plans examiner, or mechanical, plumbing or electrical inspector as needed and qualified;

Performs other related duties as required;

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a standard high school or GED equivalent,
- B. Must have at least three (3) years of work experience in the design, construction, or inspection of buildings under construction.
- C. A college degree or appropriate coursework in related areas may substitute for up to two (2) years of work experience;
- D. College coursework in building code administration, construction technology, architectural drawing, building design, or fire prevention is desired.

Necessary knowledge, skills and abilities:

- A. Some work experience with safety and fire prevention aspects of building design and construction is preferred;
- B. Thorough knowledge of International Building Codes and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work, and electrical, HVAC, and plumbing as appropriate; Skill in applying knowledge of International Building codes, zoning and land use applications;
- C. Skill in the operation of the listed equipment;
- D. Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.

Trade Specific Requirements:

Carpentry

- A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Carpenter for 5 years.
- B. Ability to read architectural drawings, and have knowledge of the proper installation of framing components, in compliance with the adopted codes of the City of Joliet.

Electrical

- A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Electrician for five (5) years, or employment as an Electrical Inspector for five (5) years, or have a combination of either for a total of five (5) years.

- B. Ability to read architectural drawings & wiring schematics, and have a thorough knowledge of the installation of electrical wiring of components, in compliance with the adopted codes of the City of Joliet.

Heating Ventilation & Air Conditioning

- A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Sheet Metal Worker for five (5) years, or employed as a Heating, Air Conditioning & Ventilation Inspector for five (5) years, or have a combination of either for a total of five (5) years
- B. Ability to read architectural drawings & be knowledgeable in both manual J and ASHRAE Standards. Must have a thorough knowledge in the proper installation of Heating, Air Conditioning & Ventilation equipment, in compliance with the applicable codes of the City of Joliet.

Plumbing

- A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Plumber for 7 years, or employed as a State of Illinois Licensed Plumbing Inspector.
- B. Ability to read architectural drawings & have a thorough knowledge of the installation of plumbing, in accordance with the State of Illinois Plumbing Code and all applicable codes of the City of Joliet.

SPECIAL REQUIREMENTS

A valid state driver's license.

Must be ICC Certified as a Building Inspector or obtain such certification within one (1) year of hire.

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

A full job description is available in Human Resources upon request.

**THE CITY OF JOLIET IS AN EQUAL
OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**