



# VILLAGE OF SWANSEA, IL

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**POSITION TITLE: CODE INSPECTOR**

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**DEPARTMENT: Building and Zoning**

**REPORTS TO: Building and Zoning Director**

**STATUS: Full Time, Regular**

**FLSA STATUS: Non-Exempt / Hourly**

**DATE PREPARED: January 2018**

**PAY CLASSIFICATION: Grade 10, Step 1 – 20; \$18.47/hr - \$22.31/hr**

## **JOB SUMMARY**

The Code Inspector is responsible for performing occupancy, property maintenance, and zoning code inspections, along with construction inspections as qualified to do so, and thereby plays a significant role in enforcing Village codes and ordinances.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Conducts on-site inspections of residential, commercial, institutional, and industrial construction projects, to enforce compliance with occupancy, property maintenance and zoning codes, as well as other applicable Village ordinances; Issues Occupancy Permits when appropriate; May perform follow-up inspections and issue citations for non-compliance;

Provides proactive code enforcement by regularly monitoring properties throughout the Village to identify and evaluate any ordinance violations;

Maintains documentation and record files of all applications received; permits and certificates issued, fees collected, inspections performed, and notices and orders issued; Enters data into the Village permitting software;

May also assist the Building and Zoning Director and other staff with the following:

- Conduct on-site inspections, in accordance with experience and qualifications, of residential, commercial, institutional, and industrial construction projects, evaluating specific construction components to ensure compliance with building, mechanical, electrical, or other related codes; May also perform follow-up inspections and issue citations for non-compliance;
- Review construction plans to ensure compliance with Village codes and regulations; Advises contractor/owner of any required changes to ensure code compliance;
- Assist with the interpretation and application of the Village's codes and ordinances;
- Reviewing zoning and /or subdivision applications and /or plans; Drafting staff recommendations; Drafting Findings of Fact and Recommendations to the Board of Trustees;
- Responding to complaints or reports from citizens, property owners, other departments, or other agencies regarding alleged code violations, including conducting field investigations and consulting with complainant and any witnesses;
- Contacting property owner to resolve violations, and issuing and posting warning notices;
- Inspecting existing structures for compliance with minimum health and life safety standards;

- Recommending revisions to Village ordinances, codes, regulations and processes, as the same relate to this position and its duties and responsibilities;
- Occasionally attending meetings of the Village Board, its Committees, the Planning and Zoning Board, and the Business District Development and Redevelopment Commission;

Performs other duties as necessary or assigned;

### **GENERAL QUALIFICATIONS**

- Must be at least 21 years of age.
- Must be able to read and write, have the ability to learn, and the ability to accurately and fairly understand, interpret, apply and explain relevant policies, procedures and regulations.
- Must have the ability to accurately read and understand construction drawings, plats and maps, and to comprehend and make inferences from written materials.
- Must have strong written and verbal communication skills.
- Must be able to effectively interact and communicate with others, including the general public, and have the ability to interface with landlords, tenants, homeowners, contractors and developers to mediate and resolve any code violations or issues.
- Must be able to work independently as well as work with others as a member of a team.
- Must be able to effectively and efficiently use appropriate field equipment including electronic multi-measure, measuring tape, flashlight, circuit tester, and smoke detector tester.
- Must be able to calculate numerical formulas and verify accuracy of amounts and calculations.
- Must have a working knowledge of computers, MS software, and the use of printers, plotters, copier, telephones, and other typical business technology.
- Must possess effective time management skills.

### **EDUCATION / EXPERIENCE**

- At a minimum, must have a high school diploma or its equivalent. Associates degree or trade school equivalent with coursework in property maintenance and inspection a plus.
- Must have at least two (2) years' experience in a similar position performing inspections; or at least two (2) years of relative work experience in the construction industry.
- Must have, or must develop, a working knowledge of the International Property Maintenance Code, International Residential Code, and International Fire Code, as well as the relevant technical and legal terminology utilized in the course of work
- Prefer some general knowledge of the International Building Code, the International Existing Building Code, the International Residential Code for 1 & 2 Family Dwellings, the International Mechanical Code, the International Fuel Gas Code, the National Electrical Code, and the International Fire Code.
- Must have a working knowledge of and experience with Property Maintenance and Occupancy codes / ordinances similar to those adopted by the Village, as well as with other applicable local, Federal and State codes, statutes and regulations.

### **CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING**

- Must have a valid and current Driver's License with a clean driving record.
- Must have ICC Property Maintenance and Housing Inspector Certification at the time of hire, or obtain post-hire within one year.

## PHYSICAL REQUIREMENTS

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer work sample test, which requires some degree of physical agility, including walking, climbing, lifting, stooping, and bending, all associated with performing inspections of structures, crawl spaces, roofs, and other building components.
- Must have the physical health and ability to work in all kinds of weather conditions since some work of this position is regularly performed outside the office, year-round.
- Must have the ability to sit, stand, and walk for extended periods of time.
- Must be physically able to effectively and safely operate a motor vehicle.

***This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***