



## City of Galesburg

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### **Notice of Position Vacancy – Building Inspector**

The City of Galesburg seeks interested candidates for the position of Building Inspector in the Planning and Public Works Department. This is an exempt, full-time position compensated between \$50,476.28 and \$64,616.88 per year, depending on qualifications.

#### **General Description of the Positions**

Responsible for a variety of duties that include, but are not limited to, building plan review and inspection for compliance with municipal ordinances, locally adopted building codes, local historic preservation ordinance, flood plain regulations, local housing/rental ordinances, local zoning ordinances, state, and federal regulations relating to new construction, renovations and/or additions of buildings (commercial & residential), fences, swimming pools, demolition and signs.

#### **Essential Duties of the Positions**

- Reviews building plans and specifications for compliance with local, state, and federal codes, ordinances and laws. Work in conjunction with all Planning Division Inspectors so all plan reviews on a project are submitted to the appropriate project applicant at the same time in a professional manner. When necessary, coordinates pre-construction meetings on commercial projects between applicable city departments, the developer, owner and Illinois licensed design professional so projects can start off with a clear understanding by all.
- Routinely conduct field inspections for new construction, alterations, additions, demolitions and other improvements throughout the City to monitor compliance with codes and ordinances using City vehicle for transportation. Documents field conditions and/or violations. Meet with property owners, tenants, residents, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations with a focus on securing code compliance.
- Conducts field inspections regarding alleged code violations relating to signage, building occupancy, home occupations, housing conditions, zoning or other related matters. Take appropriate actions to achieve compliance through a mixture of clear communication, proper documentation through letters/notices of said violations, securing photographs, researching ownership records and other pertinent data.
- Documentation of activities through the use of a variety of logs and written records related to inspections and enforcement is essential.
- When necessary, appears in court and testifies professionally and impartially.
- Attend conferences, seminars and workshops for professional development purposes and researches and reviews changes to construction codes and state and federal laws to keep current on changes and be able to suggest and present any changes the City may need to implement.

- Examines site plans for locations of structures, setback requirements, easements and conformance to planning and zoning regulations.
- There are various in-house handouts, applications, booklets, etc., currently available to help developers, property owners, contractors and Illinois design professionals understand the working relationship between themselves and the Inspectors. Keeping these documents current, available, and suggesting new documents that may be helpful is required.
- Inspects Housing & Urban Development (HUD) rental subsidy units to ensure compliance with federal guidelines.
- Coordinates with various City departments to ensure all related permits and inspections are issued, inspected and completed prior to issuing a final occupancy permit.
- Serves as ex-officio member of the Overall Code Review Commission.
- Enforces Illinois accessibility code requirements through plan review and on-site inspections.
- Assists the Electrical Inspector and Plumbing/Heating Inspector in enforcement of codes as needed.
- Performs other tasks as assigned by the Planning Manager or Director of Planning and Public Works.

#### **Education and Experience**

- High-school graduate or equivalent. Course work in code/inspections/building trades preferred.
- Three to five years of experience working with all phases of modern construction practices, building codes, code enforcement and plan review.
- A certified International Code Council (ICC) Plans Examiner and Building Inspector desirable.
- Knowledge and understanding of the International Building and Residential codes, sign ordinances, IL Accessibility Code, IL Roofing Industry Licensing Act, IL laws regarding Architects and Structural Engineers, Flood Plain laws, electrical, mechanical and general construction codes.
- Reasonable knowledge of the practices/materials used in the construction of various types of residential, institutional, commercial, and industrial buildings.
- Knowledge of municipal zoning laws and/or principles.
- Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets and databases (currently use Microsoft products but also have Google Docs). Must have working knowledge of general office equipment and other tools used during field inspections.

#### **Required Skill and Ability**

- To be able to achieve International Code Council (ICC) certification as Building Plan Examiner and Building Inspector within three years of date of employment.
- Ability to read and interpret plans, specifications, drawings, and blueprints and use the information to determine conformance of building, sign, zoning, accessibility, electrical, mechanical, and general construction code and regulations.
- To communicate effectively through strong written and verbal skills to co-workers, contractors, developers and general public.

- To function effectively under stress and ability to multi-task.
- Be tactful, patient, courteous, diplomatic and persuasive in order to establish and maintain working relationships with professionals in the field, property owners, general public, and co-workers.
- Ability to work independently and to enforce ordinances, codes, and regulations firmly and impartially.
- Requires the ability to set priorities, meet critical deadlines, provide timely follow-up, follow written and oral instructions, and handle business activities with discretion and integrity. To obtain and maintain an Illinois Driver's License.

### **Physical Demands and Work Environment**

- Must be able to lift 50-75 lbs.
- Must be able to climb a ladder.
- Specific vision requirements relating to color, distance, and peripheral vision and ability to adjust focus.
- Ability to perform physical activities such as crawl, walk, sit, climb, lift, carry, push, pull, etc.
- Must be able to perform tasks that require bending, stooping, standing, kneeling, climbing, and reaching. Must be able to crawl, walk, sit, lift, carry, push, pull, etc.
- Must be able to move furniture and equipment as needed to do inspections.
- The inspector's office is indoors in a smoke-free environment. Inspection work takes place in a variety of environments.

### **How to Apply**

To apply, all applicants must complete and submit an electronic application for employment through the City's website at: [http://www.ci.galesburg.il.us/city\\_initiatives/human\\_resources/](http://www.ci.galesburg.il.us/city_initiatives/human_resources/).

To receive full consideration, applications should be submitted before May 2, 2018.