



Village of Island Lake
3720 Greenleaf Avenue
Island Lake, IL 60042
Phone: 847-526-8764; Fax: 847-526-1534

Building Inspector Job Description

JOB TITLE: Building Inspector
DEPARTMENT: Building Department
CLASSIFICATION: Part-Time
IMMEDIATE SUPERVISOR: Public Works Director

SUMMARY:

The employee performs a wide variety of building tasks along with associated office work and coordination to ensure compliance with all village building code ordinances that involve construction or modification of existing structures. Reports to the Public Works Director and operates with minimal guidance, accomplishing tasks and projects and works closely with the Building Department administrative assistant.

QUALIFICATIONS:

The employee must act independently of direct supervision, understand the actions required by ordinance or specific codes but operate within the spirit of intent, using discretion, knowledge, and focus for the residents and business owners of the Village of Island Lake. This person must use their experience to exercise good judgment while conducting assignments. They must demonstrate customer service and other professional competencies during interaction with engineers, builders, residents, elected officials, and staff of the village. They must use discretion and observe confidentiality as required in situations. The employee must be able to use a variety of computer and automated programs in the building department.

SPECIAL REQUIREMENTS:

- United States citizenship or resident or permanent residency status
- Valid State of Illinois Driver's License
- Appropriate certifications (or demonstrate the ability to gain the certification within the first 180 days of employment), through the National Model Code Certification Program.

EDUCATION AND EXPERIENCE:

- Bachelor of Science degree from an accredited four-year institution or demonstrated training and/or advanced technical instruction in related fields of mechanical, electrical, plumbing or building construction
- Two years of related construction or architectural design from an accredited community college or trade school.
- Any equivalent experience and education that produces the competencies desired for the position will be considered.

HOURS:

Hours are within the normal business hours of operation of the Village of Island Lake

DUTIES:

Essential Functions:

1. Issue routine residential building permits.
2. Conduct assigned building inspections.
3. Answer questions regarding building codes and ordinances.
4. Research problems and complaints in relation to applicable codes and ordinances.



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5. Assist in resolving complex and sensitive customer service issues, either personally, by telephone, or in writing.
6. Maintain complete and accurate records both written and digital.
7. Research problems and complaints and prepare written reports as required.
8. Perform all tasks in a safe manner.
9. Perform other duties as assigned.

Marginal Functions

1. Provides office support as required.
2. Operates a variety of automated devices to include computers, tablets, cameras, and communications devices.

PSYCHOLOGICAL CONSIDERATIONS:

1. Maintain a positive working relationship with other employees.
2. Work effectively under deadlines in a variety of environments and elements.

PHYSICAL DEMANDS:

Sitting	Frequently	Kneeling	Frequently
Walking	Frequently	Crouching	Frequently
Lifting	Medium (up to 50 lbs.)	Reaching	Frequently
Balancing	Frequently	Manual dexterity	Frequently
Stooping	Frequently		

ENVIRONMENTAL CONSIDERATIONS:

1. Parking is in an exposed parking lot with potential of walking ¼ mile.
2. Work area is indoors, in a smoke-free, open office environment with controlled temperature and fluorescent lighting and outdoors in all possible weather conditions.
3. Employee will wear appropriate personal protective equipment as required.

COGNITIVE CONSIDERATIONS:

1. Able to exercise good judgment and discretion in dealings with residents, staff, and elected officials.
2. Able to follow directions and communicate in English verbally and in writing. Bilingual literacy is a plus.
3. Able to read and understand materials printed in English.
4. Possess time management and organizational skills to effectively perform his/her job.
5. Possess computer skills including proficiency in word processing, spreadsheet, and database applications.
6. Able to make judgements with respect to confidentiality of information and problem solving.
7. Possess safety awareness and exercise good judgement in all aspects of the position.

COMPENSATION: \$25 - \$40 hourly

BENEFITS: Vacation, Sick Time

CONTACT

Chris Carlsen: chris.carlsen@voislk.com