



## **NOW HIRING**

### **Building Inspector**

### **Community Development**

#### **DESCRIPTION:**

The Village of Glen Ellyn Community Development Department is recruiting for one (1) full-time Building Inspector.

#### **ESSENTIAL FUNCTIONS:**

- Inspects structures for compliance by reading and interpreting plans and codes; approving or rejecting all building components including, but not limited to, structural, framing, foundation, electrical and mechanical construction.
- Inspects existing structures for compliance with applicable codes, including Village Code, Fire Code, Life Safety Code and applicable State codes.
- Conducts zoning and building code enforcement by investigating complaints, documenting conditions, identifying violations, issuing stop work orders, notices of violation, and citations; also testifies in court on behalf of the Village.
- Assists in the review of zoning regulations and general land use code enforcement, as assigned.
- Provides prompt and courteous customer service by researching and answering questions and complaints from customers in person, via phone, and in e-mail correspondence.
- Completes accessory structure zoning and building plan reviews on an as-needed basis.
- Drafts and maintains accurate inspection reports and enters data into the Village's building permit software system.
- Responds to emergency calls for fires or accidents at buildings to determine structural safety and evaluate what conditions must be met to allow occupancy.

#### **QUALIFICATION REQUIREMENTS:**

To receive consideration for the position, interested applicants must possess a high school diploma or equivalent. Minimum of two (2) years of experience as an inspector or possess an equivalent combination of education/specialized training/experience in the building trades or in construction practices and procedures. Qualified candidates should possess relevant industry credentials, such as

ICC Certifications as a Residential Building Inspector, Commercial Building Inspector, and/or similar preferred. A proven ability to apply codes and ordinances firmly, tactfully and impartially is a critical skill set for the position. Candidates should be willing to cross train to handle different kinds of inspections. The ability to develop positive working relationships with Village staff, architects, developers, builders, property owners, and other members of the public is a must.

Candidates must possess and maintain a valid Illinois motor vehicle driver's license. The general work schedule for this position is Monday-Friday, 7:00 am to 3:30 pm.

The duties of this job include physical activities such as reaching, walking over irregular surfaces and up and down stairs and ladders, lifting and/or moving (up to 20 pounds) objects, grasping, driving a vehicle, talking, hearing/listening, seeing/observing, typing on a keyboard, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Work environment includes both an office setting as well as working outdoors in various types of weather conditions.

### **SALARY/BENEFITS:**

This is a full-time, non-exempt position with full benefits and participation in the Illinois Municipal Retirement Fund (IMRF), a defined benefit retirement plan. Our comprehensive benefits package also includes health, dental, and vision insurance, life/AD&D coverage, flexible spending, transit, a 457 deferred compensation plan, paid time off, a wellness incentive program, and tuition reimbursement. **The salary range for this position is \$70,932 to \$99,304 / year (Grade J), with an anticipated starting salary of \$70,932 to \$85,118 depending on qualifications.**

### **HOW TO APPLY:**

1. Interested candidates should submit a resume, cover letter, and employment application ([click here](#)) to [applicants@glenellyn.org](mailto:applicants@glenellyn.org). **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #16-25 - Building Inspector)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
4. The position is open until filled; however, **first review of applications will begin on Friday, March 21, 2025.**

*Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER**