



# JOB POSTING

**May 18, 2021**

The City of Country Club Hills is now accepting applications for the following **part-time** position vacancy:

## **BUILDING INSPECTOR**

### **Minimum Qualification:**

#### *Education/Experience/Training*

- High School diploma or equivalent (GED)
- Journeyman level experience in one or several of the building trades, i.e., carpentry, electrical, etc.
- 5 years relevant experience and/or training or combination of education and experience

### **Skills/Abilities:**

- Verbal and written communication skills
- Ability to follow written and oral instructions
- Knowledge of laws, regulations and ordinances, building codes
- Ability to comprehend ICC codes

### **Essential Duties/Responsibilities:**

- Rental and point of sale property inspections
- Property maintenance inspections
- Enforcement of city ordinances- issues warnings and/or tickets
- Investigate and resolve resident complaints
- Assign vacant property grass cutting to approved vendors
- Update vacant house list
- Provide information for court files, i.e. pictures, etc.
- Assist residents with questions/concerns
- Maintain good working relationships with residents and city departments
- Duties as assigned

## *Physical Demands*

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is required to see, hear, use hands and fingers to feel, grasp, handle and operate objects or controls, walk, stand and drive. The employee is frequently required to climb, balance, stoop, kneel, crawl, push, pull, twist above the waist, bend at the waist, climb ladders and enter crawl spaces.
- The employee must occasionally lift and/or move up to 50 pounds

## *Work Environment*

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee may be exposed to various weather conditions associated with working outdoors, i.e. rain, cold, heat, and wind. The noise level is moderate to high.

**APPLICATION DEADLINE IS June 18<sup>th</sup> 2021 5:00p.m**

If you are interested, submit a completed application to Patricia Hutson, City Clerk, City of Country Club Hills, 4200 W. 183<sup>rd</sup> Street, Country Club Hills, IL 60478. **EOE M/F/D/V/SO**