JOB POSTING

The **City of Country Club Hills** is now accepting applications for the following **PART-TIME** position vacancies:

BUILDING INSPECTOR/ CODE ENFORCEMENT OFFICER

Position Summary: The Building Inspector/Code Enforcement Officer inspects and investigates code and ordinance violations for property maintenance.

Essential Duties/Responsibilities:

- Performs inspections and investigations required by code regulations to ensure compliance with codes, ordinances, laws, and specifications as it relates to building, zoning and health requirements
- Conducts field investigations of potential code violations: gather evidence, compare facts to code requirements, and issues warnings or corrective warning tickets
- Assist in the issuance of City building permits and certificates of occupancy and keep accurate and thorough records in building and zoning files
- Ability to read and interpret buildings/drawings and construction plans ensuring consistency with the repairs/build-out or project
- Meet with owners and contractors to review and explain code requirements and potential violations to ensure code compliance
- Coordinates and attends adjudication hearings for related property maintenance, zoning and health violations while maintaining a variety of logs and records related to inspections and enforcement activities
- Confirms that land usage and construction projects comply with zoning, health, and safety regulations
- Maintains knowledge of zoning, health, safety, and building codes and regulations
- Performs other duties as required

Required Skills/Abilities:

- Extensive knowledge of construction, engineering, building codes and regulations
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to write clear inspection reports on the condition of properties
- Proficient with Microsoft Office Suite or related software

Required Minimum Qualifications:
Education and Experience

- Valid and Current Driver's License
- High school diploma or equivalent required (GED)
- A minimum of (2) years experience related to inspections, building inspections, property maintenance, code enforcement, land use and/or related fields
- Any combination of education, training and/or experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- ICC certification as Property Maintenance and Housing Inspector must be successfully completed within (6) six months of hiring date

Physical Requirements*:*

- To successfully perform the essential functions of the job, the employee must be able to stand, physically able to inspect construction sites including walking properties, crawl spaces, climbing ladders, and kneeling. The employee must be able to see, hear, use hands and fingers to feel grasp, handle and operate objects or controls
- Must be physically able to lift up to 50 pounds at a time
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

Work Environment:

- While performing the duties of this job, the employee will be exposed to various weather conditions associated with working outdoors, i.e., rain, cold, heat and wind. The noise level is moderate to high
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Salary Range: $18-$21 Hourly ***(salary commensurate with experience)***

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you are interested, please submit a completed application to Human Resources at resumes@countryclubhills.org **EOE M/F/D/V/SO**