



PLANNING AND CODE ENFORCEMENT DEPARTMENT
BUILDING SAFETY DIVISION
115 E Washington St, Ste 201
Bloomington IL 61701

JOB OPENING

JOB TITLE: CODE ENFORCEMENT OFFICER INSPECTOR II

DEPARTMENT: COMMUNITY DEVELOPMENT

HOURS: 7:30 – 3:30 MONDAY through FRIDAY

SALARY: \$20.18

TYPE: FULL TIME

The City of Bloomington is currently seeking a qualified person to join its building inspection team. Persons having interest in Code Enforcement (Residential & Commercial Property Maintenance) is invited to apply for this position. This position requires the individual chosen to deliver a reasonable level of inspection work related to residential and commercial improvements, to secure compliance with city adopted codes.

PRICIPLE DUTIES: The Inspector II in the Community Development division will be called upon to do the following: Inspect and re-inspect homes for compliance with the municipal housing code. Write up compliance orders on violations to homeowners and tenants: prepare inspection records and reports.

Prepare extensive correspondence relative to inspections and maintain office records.

REQUIRED QUALIFICATIONS:

Considerable knowledge of residential housing and commercial related building inspectional codes.

Basic knowledge of construction technology.

Knowledge of community resources available to citizens.

Knowledge of Zoning Principles and Practices.

Knowledge of basic computer systems, techniques and requirements utilized for specific applications in the department.

Ability to detect and locate defective workmanship and materials.

Ability to deal with homeowners and tenants in difficult and general work situations.

Ability to follow detailed general oral and written instructions in conducting independent inspectional and counseling work.

Ability to prepare and maintain standard reports.

Ability to resolve conflict and work harmoniously with Department Heads, officials, employees, outside professionals, i.e. craftsmen, building owners, contractors and the general public.

Ability to effectively communicate technical data both orally and in writing.

Must possess a valid Illinois driver's license.

EDUCATION: Possess a high school diploma or GED equivalent. Experience in home construction, real estate or related field, or any equivalent combination of training and experience.

Candidates may download and complete employment application found online at www.cityblm.org. Mail completed forms and correspondence to City of Bloomington, 109 E. Olive St., Bloomington, 61701. Send in care of Human Resources Department. Applications must be received by no later than April 10, 2015.