



Village of Woodridge

POSITION OPENING – BUILDING INSPECTOR

The Village of Woodridge is seeking applications for the position of Building Inspector in the Community Development Department. Under the direction of the Building Commissioner, the building inspector performs full plans reviews, inspections for all project types and supports customer service activities from project submittal to completion. This position interacts with the public and staff with a heavy emphasis on providing superior customer service.

Position Responsibilities

- Reviews plans, specifications and calculations to determine compliance with all applicable ordinances, codes and regulations to ensure sound construction practices. Prepares detailed plan review letters/correspondence to identify deficiencies or approvals.
- Conducts inspections and enforces the Village's building codes, property maintenance code and zoning ordinances for residential, multi-family, commercial, and industrial property.
- Keeps inspection records and prepares reports for permit tracking, permit review and inspection activities.
- Makes independent decisions and exercises independent judgment in the absence of specific policies and/or guidance from superiors but within the limits defined by the supervisors.

Required Knowledge, Skills and Abilities

- Experience as a municipal building inspector, construction management experience, engineering, technical or equivalent experience and education in a similar field.
- Computer proficiency utilizing Microsoft Office Suite.
- Ability to obtain ICC certifications for Property Maintenance and Housing Inspector, and Residential Building Inspector.
- Continuing education and certifications are expected.
- High school diploma or GED.
- Must have a valid Illinois driver's license at the time of application.
- Good public relations and communication skills are required.
- Position requires extensive walking, climbing, visual acuity and dexterity.

Benefit and Salary Information

This is a full-time, forty-hour per week position with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick days. The salary range is between \$28.69 and \$39.05 per hour with the expected initial salary to be between \$28.69 and \$31.04 per hour.

Application and Testing Process

Applications may be obtained on the Village website: www.vil.woodridge.il.us. Please include a cover letter and resume **with salary history**. Submit application materials to Human Resources, 5 Plaza Drive, Woodridge, IL 60517, fax to (630) 719-0021, or e-mail to hr@vil.woodridge.il.us. **The application deadline is June 29, 2015.** However, interviews may occur before the deadline, and the position will be filled as soon as possible.

Applicants with disabilities, who will need accommodations in order to complete any portion(s) of the application, should contact the Administration Department.

Posting Date: May 28, 2015