

DEPARTMENT OF ADMINISTRATIVE SERVICES  
HUMAN RESOURCES DIVISION  
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150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158

### EMPLOYMENT OPPORTUNITIES

**JOB POSTING #:** 13-17  
**POSTED:** 3/30/2017, 8:00 a.m.  
**EXPIRATION:** 4/14/2017, 4:30 p.m.  
**TITLE:** BUILDING SAFETY INSPECTOR - "ELECTRICAL" (Position Code #2420)  
**SALARY:** \$53,829 - \$97,496  
**DEPARTMENT:** COMMUNITY DEVELOPMENT  
**DIVISION:** INSPECTIONS

### GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection work to insure that the IBC and other related codes and standards are met. Inspectors hired to specialize in a particular trade are required to meet specialized requirements as listed later within this job description.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative)

Reviews for compliance with local and state ordinances for plans of new construction;  
Assists the Inspection Services Director in all aspects of construction inspections;  
Inspects buildings to assess compliance with IBC Codes and issues letter of violation for cases of non-compliance;  
Inspects all public safety emergencies which may involve a possible violation of building codes;  
Assists with inspection of demolition and/or disconnection from City water and sewer services;  
Assists with inspections of street excavations;  
Develops and maintains historical records of ownership and occupancy for all construction within the City;  
Assists in the issuing of all building permits;  
Answers citizen inquiries regarding building code requirements;  
Inspects buildings damaged by fire;  
Assists in the inspection of other construction including, but not limited to, sidewalks, driveways, patios and remodeling;  
Enforces building related codes including International Building Codes, International Residential Codes, and other local codes as appropriate;  
May serve as the City's American with Disabilities Act Coordinator;  
Performs on-site inspections of footings, foundations and framing, etc.;

Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate;  
Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues;  
Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions;  
Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance;  
Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties;  
Assists the Board of Appeals as needed;  
Review proposed subdivisions for code compliance;  
Performs the duties of a plans examiner, or mechanical, plumbing or electrical inspector as needed and qualified;  
Performs other related duties as required;

### POSITION REQUIREMENTS

Graduation from a standard high school or GED equivalent,  
Must have at least three (3) years of work experience in the design, construction, or inspection of buildings;  
A college degree or appropriate coursework in related areas may substitute for up to two (2) years of work experience;  
College coursework in building code administration, construction technology, architectural drawing, building design, or fire prevention is desired;  
Some work experience with safety and fire prevention aspects of building design and construction is preferred;  
Thorough knowledge of International Building and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work, and electrical, HVAC, and plumbing as appropriate. Skill in applying knowledge of International Building codes, zoning and land use applications;  
Skill in the operation of the listed equipment;  
Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing;

### TRADE SPECIFIC REQUIREMENTS

#### Electrical

- A. Completion of a Department of Labor accredited apprenticeship program & worked as a Journeyman Electrician for five (5) years, or employment as an Electrical Inspector for five (5) years, or have a combination of either for a total of five (5) years.
- B. Ability to read architectural drawings & wiring schematics, and have a thorough knowledge of the installation of electrical wiring of components, in compliance with the adopted codes of the City of Joliet.

**SPECIAL REQUIREMENTS**

Must possess a valid state driver's license;

Must be ICC Certified as a Building Inspector or obtain such certification within one (1) year of hire.

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**