



Electrical / Building Inspector, City of Sycamore

The City of Sycamore is seeking an Electrical / Building Inspector within the Building and Engineering Department. The Electrical / Building Inspector reports directly to the Director of Building and Engineering. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The position of Building / Electrical Inspector performs technical construction and other inspection work, including interpreting and enforcing structural, mechanical, electrical, and related codes, and regulations. This position also regulates new residential and commercial building construction, remodeling projects, assists in the review of building plans and specifications, and enforces all building related and property maintenance codes.

Minimum qualifications required:

- High School graduation is required.
- Supplemental education in the construction trades is preferred.
- Prior Municipal experience will receive special consideration.
- Minimum of three years of electrical experience in the construction field, including a general understanding of the building construction, electrical and mechanical trades.
- The ability to obtain and maintain all required International Code Council (ICC) certifications within eighteen (18) months of employment.
- Possession of a valid Class D State of Illinois Vehicle Operator's license.

This is a non-exempt, full-time AFSCME Local 3957 position under the direct supervision of the Director of Building and Engineering that requires a normal 40-hour workweek. The starting annual salary is \$56,620.00. The City of Sycamore offers a generous benefit package. Candidates must meet the 20-mile residency requirement within twelve months of the date of hire.

Please visit our website to view the full job description at www.cityofsycamore.com. All interested individuals should submit an application directly to the Human Resources Department. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or mpeck@cityofsycamore.com.

The City of Sycamore is an Equal Opportunity Employer

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: January 4, 2017

POSITION TITLE: Building / Electrical Inspector

GROUP: Building & Engineering Department

REPORTS TO: Director of Building and Engineering

FLSA STATUS: Non-Exempt; Represented by AFSCME Local 3957

JOB SUMMARY

The position of Building / Electrical Inspector is assigned to the Building and Engineering Department and is under the direct supervision of the Director of Building and Engineering. The position of Building / Electrical Inspector performs technical construction and other inspection work, including interpreting and enforcing structural, mechanical, electrical, and related codes and regulations. This position also regulates new residential and commercial building construction, remodeling, assists in the review of building plans and specifications, and enforces all building related and property maintenance codes.

Inspections:

- Inspects buildings in the course of construction, alteration, remodeling, repair, or demolition to ensure adequacy and soundness of materials and conformity with approved building plans.
- Prepares plan review comments, inspection reports and various other written reports.
- Conducts special inspections upon complaint or request.

2. Code Enforcement:

- Conducts inspections, prepares reports, issues orders and citations, and makes recommendations for further action with respect to existing structures on an as needed basis.
- Enforces locally adopted Building, Electrical, and Property Maintenance Codes.
- Prepares written documents relating to property maintenance violations.
- Issues orders directing responsible parties to remedy code violations.
- Administers the City of Sycamore electrical testing and licensing program.

3. Permits:

- Examines plans prior to issuance of permits to ascertain compliance with locally adopted codes and ordinances.
- Approves permit applications and issues permits.

4. Reports:

- Prepares written reports of inspection findings or plan reviews as needed.
- Makes recommendations regarding code changes.

5. Public Relations:

- Educate the general public on current and proposed local codes and ordinances, and department programs.
- Assists the general public through in-person conversations and telephone contacts.

6. Special Projects:

- Periodically takes on special projects as assigned by the Director of Building and Engineering.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Advanced knowledge of the codes, regulations, and ordinances governing construction in the City of Sycamore.
- Advanced knowledge of the materials, methods, and practices used during construction.
- Advanced knowledge of the various stages of construction and the ability to detect defects and violations.
- Knowledge of the relationship between City services and the needs of private businesses.
- Knowledge of equipment that may be useful in inspections, including field level or transit equipment.
- Knowledge of general office equipment and computers, including word processing and spreadsheet functions.
- Ability to read and interpret construction plans, specifications, and blueprints.
- Ability to recognize deviations from such plans in the construction process and to prepare written reports that clearly and succinctly describe the findings.
- Ability to explain, interpret, and enforce codes, regulations, and ordinances firmly, tactfully, fairly, and consistently.
- Ability to establish and maintain effective and constructive working relationships with supervisors, fellow employees, elected and appointed officials, contractors, architects, property owners, private and public utility companies, and the general public.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Excellent ability to handle scrutiny and criticism in a positive manner.
- Excellent written and oral communications skills.
- Proven ability to recognize, admit, and correct mistakes.
- Ability to work with minimal supervision.
- Ability to work a forty-hour week with periodic overtime, including evenings and weekends.
- This position requires the use of City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

MINIMUM QUALIFICATIONS REQUIRED

Education:

- High School graduation is required.
- Supplemental education in the construction trades is preferred.

Experience:

- Prior Municipal experience will receive special consideration.
- Three years of electrical experience, including a general understanding of the building construction, electrical and mechanical trades.

License or Certificate Requirements:

- The ability to obtain and maintain all required International Code Council (ICC) certifications within eighteen (18) months of employment.
- Possession of a valid Class D State of Illinois Vehicle Operator's license.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move weight up to 50 pounds. The employee is frequently required to sit, enter data into a terminal, personal computer, or keyboard device, and operate office equipment requiring repetitive arm/hand movement. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The position will require both indoor and outdoor work, as well as the ability to navigate all types of terrain, including that typical of major construction sites. The position further requires the ability to climb stairs and ladders, to enter and exit excavation sites, to enter and exit sites where fire or hazardous materials exist, and to be involved in activities associated with severe weather conditions.

The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.