

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: January 2018

POSITION TITLE: Building / Plumbing Inspector

GROUP: Building and Engineering Department

REPORTS TO: Director of Building and Engineering

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

JOB SUMMARY

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

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

1. 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.

- **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, Plumbing and Property Maintenance Codes.
 - Prepares written documents relating to property maintenance violations.
 - Issues orders directing responsible parties to remedy code violations.

- **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.
- Knowledge of general office equipment and computers and programs, including Microsoft Outlook, Word and Excel.
- 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.
- Ability to handle scrutiny and criticism in a positive manner.
- Excellent written and oral communications skills.
- Proven ability to recognize and correct mistakes.
- Ability to work with minimal supervision.
- Ability to work a forty-hour week with periodic overtime, including evenings and weekends if necessary.
- 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:

- Municipal experience will receive special consideration.
- Six years of plumbing experience, including a general understanding of the building construction, electrical and mechanical trades.
- HVAC experience preferred but not required.

License or Certificate Requirements:

- Illinois State Plumbing License.
- 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 here 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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk and hear. 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.