



VILLAGE OF SWANSEA, IL

POSITION TITLE: BUILDING & CODE INSPECTOR 1

DEPARTMENT: Building and Zoning

REPORTS TO: Building and Zoning Director

STATUS: Full time, Regular

FLSA STATUS: Non-Exempt / Hourly

DATE PREPARED: September 2026

PAY CLASSIFICATION: \$26 – 31.50 / Hour DOQ

JOB SUMMARY

The Building & Code Inspector I is responsible for performing building inspections and municipal code enforcement activities throughout the Village of Swansea. The position conducts inspections of residential and commercial construction; investigates property maintenance, zoning, nuisance, and other municipal code violations; documents inspection and enforcement activities; communicates corrective requirements; and performs follow-up inspections and enforcement actions necessary to obtain compliance.

The Building & Code Inspector I is a multi-disciplinary field position within the Building and Zoning Department, with primary responsibility for municipal code enforcement and property maintenance activities while also performing residential and commercial building inspections within the employee's training, certifications, and assigned authority. Duties may be adjusted between building inspection and code enforcement activities according to departmental workload, employee qualifications and certifications, and the operational needs of the Village.

The Building & Code Inspector I works under the direction of the Building and Zoning Director and regularly interacts with residents, property owners, contractors, developers, design professionals, businesses, and other Village departments.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Conducts property maintenance and municipal code inspections involving matters such as exterior property conditions, unsafe or deteriorated structures, rubbish and debris, weeds and vegetation, outdoor storage, inoperable vehicles, zoning violations, signs, accessory structures, and other conditions regulated by the Village.
- Receives and investigates complaints from residents, businesses, Village departments, and other agencies and independently conducts field investigations to determine whether violations exist.
- Conducts inspections of residential and commercial construction projects at various stages of construction to determine compliance with approved plans, applicable building codes, Village ordinances, permit requirements, and generally accepted construction practices.
- Performs inspections involving building, structural, electrical, mechanical, plumbing, accessibility, zoning, property maintenance, and other applicable requirements within the employee's training, certifications, and assigned authority.
- Reviews permit documents, approved construction plans, manufacturer information, specifications, and other materials necessary to conduct field inspections and verify compliance.
- Documents inspection results, identifies deficiencies, communicates required corrections, performs re-inspections, and maintains accurate inspection records within the Village's permitting and code-enforcement recordkeeping system.

- Provides proactive code enforcement by routinely inspecting properties throughout the Village rather than relying exclusively upon complaints.
- Prepares and issues notices of violation, inspection reports, compliance letters, citations, and other enforcement documents; establishes reasonable compliance deadlines consistent with Village ordinances and departmental procedures.
- Conducts timely follow-up inspections and takes or recommends escalating enforcement action when violations remain unresolved, including citations, administrative or court proceedings, liens, abatement activities, or referral to the Building and Zoning Director or Village Attorney, as appropriate.
- Maintains complete and accurate case files, including photographs, inspection notes, correspondence, notices, citations, property-owner contacts, compliance deadlines, and follow-up activities.
- Prepares documentation and evidence necessary for ordinance violation proceedings and may testify in administrative or court proceedings concerning inspections performed and violations observed.
- Assists residents, property owners, contractors, developers, and design professionals with understanding and applying Village building, zoning, property maintenance, and other applicable regulations while maintaining consistency and impartiality in enforcement.
- Inspects existing buildings and properties for minimum health, safety, and property-maintenance standards and assists with investigations involving unsafe or potentially condemnable structures.
- May respond to requests from Police, Fire, or other Village departments to evaluate damaged, unsafe, or potentially hazardous buildings, including occasional after-hours response when necessary.
- Coordinates with Public Works, Police, Fire, utility providers, outside agencies, contractors, and other parties when an inspection or enforcement matter involves overlapping responsibilities.
- Assists with rental and occupancy inspections, business inspections, zoning inspections, permit inspections, and other inspection programs administered by the Building and Zoning Department.
- Performs general office duties associated with inspection and enforcement activities, including telephone and email correspondence, preparation of reports, scheduling inspections, researching property information, reviewing records, and maintaining electronic files.
- Performs other related duties as assigned by the Building and Zoning Director.

GENERAL QUALIFICATIONS

- The employee must possess the ability to accurately, consistently, and fairly interpret and apply adopted codes, ordinances, policies, and regulations.
- Must possess working knowledge of building construction methods and materials and be capable of identifying work that does not comply with approved plans, applicable codes, or accepted construction practices.
- Must possess or develop working knowledge of the International Building Code, International Residential Code, International Property Maintenance Code, National Electrical Code, Illinois Accessibility Code, and other codes adopted or enforced by the Village.

- Must possess the ability to read and understand construction drawings, site plans, surveys, specifications, permit documents, and other technical information associated with construction and development.
- Must possess strong written and verbal communication skills and be capable of clearly explaining violations and required corrective actions.
- Must be able to interact professionally with residents, property owners, contractors, developers, attorneys, and other members of the public, including during confrontational or difficult enforcement situations.
- Must exercise sound judgment and discretion while maintaining consistency, professionalism, and impartiality in enforcement.
- Must be capable of working independently, organizing a substantial field workload, prioritizing cases and inspections, meeting established deadlines, and completing required follow-up activities without continuous supervision.
- Must be proficient with computers and electronic recordkeeping systems and capable of using Microsoft Office applications, permitting/code-enforcement software, email, mobile devices, cameras, and other technology used by the Department.
- Must be at least 21 years of age.
- **PAY COMMENSURATE WITH APPROPRIATE EXPERIENCE AND/OR CREDENTIALS**

EDUCATION / EXPERIENCE

- At minimum, graduation from high school or possession of a GED is required.
- Previous experience in building inspection, code enforcement, construction, property maintenance inspection, municipal government, law enforcement, or a closely related field is preferred.
- Experience in the construction industry involving the interpretation of plans, building codes, construction standards, or inspection of construction work may substitute for municipal inspection experience.
- An equivalent combination of education, training, certification, and relevant experience may be considered.

CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING

- A valid driver's license and satisfactory driving record are required.
- **Preferred at time of hire:** ICC Residential Building Inspector (B1), ICC Commercial Building Inspector (B2), ICC Property Maintenance and Housing Inspector, or comparable ICC certification.
- **Required after hire:** The employee shall obtain designated ICC certifications within timeframes established by the Village. The certification priority for this position shall be (1) ICC Property Maintenance and Housing Inspector, (2) ICC Residential Building Inspector (B1), and (3) ICC Commercial Building Inspector (B2). All three certifications shall be obtained within 24 months of appointment if not already held, subject to any shorter certification deadline required by applicable State of Illinois requirements for inspection activities actually performed by the employee.
- The Village may require additional certifications or continuing education based upon departmental needs and the inspection responsibilities assigned to the employee.

PHYSICAL REQUIREMENTS

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer work sample test, which requires some degree of physical agility, including walking, climbing, lifting, stooping, and bending, all associated with performing inspections of structures, crawl spaces, roofs, and other building components.
- Must have the physical health and ability to work in all kinds of weather conditions since some work of this position is performed outside the office, year-round.

- Must have the ability to sit, stand, and walk for extended periods.
- Must be physically able to drive a motor vehicle.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.