

City of Mascoutah

JOB DESCRIPTION

Title: Inspector/Code Enforcement Official
Department: Administration
Reports to: City Manager, Public Works Director
Status: Full-Time, Exempt
Starting Salary: \$60,000 - \$75,000 (DOQ)

QUALIFICATIONS:

- Knowledge and comprehension of ICC Building Codes, National Electrical Code, Illinois Energy Code, general knowledge of Illinois Plumbing Code, ADA guidelines, City Ordinances, zoning regulations, and construction standards, principles and techniques.
- Knowledge of the general provisions of housing, building, property maintenance codes and other adopted codes.
- Understand basic terminology used in interpreting buildings codes and zonings regulations.
- Knowledge of relevant zoning, nuisance abatement, property maintenance, building and health and safety codes.
- Knowledge of municipal code(s) and their enforcement principles and practices.
- Ability to effectively communicate with staff and the public in a professional manner.
- Must possess good interpersonal skills, organizational skills and documentation skills.
- Must be proficient in the use of computers, office equipment and related software.
- Knowledge of OSHA safety requirements for construction sites to be visited.
- Understand constitutional issues related to private property.
- Ability to assist legal professionals in court cases, ability to testify in court.

EDUCATION AND EXPERIENCE:

- Graduation from a general or technical high school.
- Higher education or trade certifications considered beneficial.
- At least three year's experience in Code Enforcement, building construction/inspections, or any equivalent combination of education, experience or training that provides the required knowledge, skills and ability.
- Illinois Licensed Home Inspector considered beneficial.
- ICC certification(s) or ability to be certified within six (6) months of hire.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Variety of field and office work in support of code enforcement and property code regulations and investigations.

- Inspect building interiors and exteriors for occupancy permit compliance and adopted codes and ordinances.
- Inspect building construction for footing, foundation, underground electrical, electric services, electrical panels, commercial drywall, rough electric, framing and final electric.
- Assist with building permit applications.
- Field measure new construction for compliance to permit.
- Respond to complaints on violations of City codes and ordinances, conduct investigations, interviews complainants and witnesses, inspect residential and commercial properties for code violations.
- Research new codes and policy and enforcement variations as needed.
- Prepares, photographs violations and provides case documentation and evidence in support of legal action taken by the City, appears in court as necessary, testifies at hearings and in court proceedings as required.
- Provides proactive code enforcement by patrolling areas to identify and evaluate problem areas and/or ordinance violations.
- Enters and processes data acquired on computer relative to complaints and inspection sites.
- Maintains current knowledge of the International Property Maintenance Code cycles as adopted by the City.
- Attend meetings as required and serve as a resource to other City Departments, general public and outside agencies in enforcement of codes and ordinances.
- Interprets and explains municipal codes and ordinances to members of the public, contractors, and business owners.
- Conducts occupancy inspections and processes necessary paperwork for occupancy permits.
- Reviews plans and drawings for code compliance.
- Consult with Building Permitting Department on permitting issues.
- Performs other related duties as assigned.
- Establish working relationships with developers, property owners, contractors, engineers, architects, City employees and the general public.
- Provide efficient customer service and communicate clearly and objectively in verbal and written.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid motor vehicle operator's license is required.
- City of Mascoutah residency is not required but is considered beneficial for this position.
- ICC certification(s) preferred.
- Illinois Licensed Home Inspector preferred.

PHYSICAL DEMANDS:

- Ability to sit continuously; stand, walk on uneven/muddy or snow/ice covered ground, climb multiple flights of stairs, hear, reach and grasp occasionally.

- Must be able to drive a vehicle on a daily basis.
- Requires varying levels of concentration of attention.
- Requires visual and hearing interpretation.
- Must be able to handle up to 25 pounds of material occasionally and up to 5 pounds frequently.
- Must be able to climb ladders or scaffolding.
- Must be able to move material by hand continuously, by truck occasionally.
- Lifting is required in mostly office type activities.

WORK ENVIRONMENT:

- Ability to perform job duties during stressful situations.
- Ability to perform indoor and outdoor duties, in all weather conditions.
- May be subjected to conditions including fumes, odors, dust, gases, or poor ventilation.
- Work is exposed to extreme cold occasionally
- Hazards include proximity to moving mechanical parts, vibration, electrical current, working on scaffolding and high places, explosives, noise, exposure to high heat, exposure to chemicals occasionally.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.