FULL TIME BUILDING INSPECTOR

SUMMARY:
Performs a variety of routine and complex building inspections to ensure that the ICC Building Codes and other related codes and standards are met. Provides enforcement of building related codes and plan reviews. Works closely with residents, developers, contractors, business owners and other Village staff to ensure compliance throughout proposed construction related activities.

SUPERVISION:
Works under the general supervision of the Manager of Economic Development and Building.

RESPONSIBILITIES:
• Enforces building related codes, including International Code Council (ICC) Building Code, International Residential Code and local codes such as irrigation systems, clearing, grading, filling, and zoning, etc. Issues correction warning notices and citations, as assigned.
• Plan reviews for compliance with applicable codes.
• Performs on-site inspections, of footings, foundations, framing, electrical, plumbing, basic mechanical systems, building rough and finals, etc.
• Examines general framing and structure of buildings to ensure that what is being constructed conforms to the approved building plans.
• Responds to complaints of potential code violations relating to signage, commercial and residential occupancies, housing conditions, construction sites, land use, zoning, or other code-related matters.
• Meets with residents, contractors, developers, business owners, etc., to review and explain code requirements and violations or potential violations.
• Maintains records of building and inspection activities, and completes field reports. Issues certificates and permits as appropriate.
• Responds to complex and sensitive building issues.
• Inspects and approves all phases of residential/commercial/industrial construction and improvement work to assure that the appropriate methods are being utilized and comply with the approved plans, standards, specifications, and codes and regulations.
• Other duties as assigned.
• Assists in administering the permitting process, including plan review, fee assessment, 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.
• Performs the duties of a plan examiner for residential and commercial construction building, mechanical, plumbing or electrical as needed and qualified.
• Manages and prioritizes multiple projects and workloads.
• Keeps detailed, technical and accurate records.
• Interprets ordinances for new construction and remodeling projects.
• Regularly responds to inquiries from builders, homeowners, and the public.
**MINIMUM QUALIFICATIONS:**
- High school diploma or GED equivalent.
- Minimum three (3) years of experience in general construction and related fields, or
- 1-3 years of experience in municipal inspections, construction trades, apprenticeship programs, or related fields required.
- ICC Residential Building Inspector Certification must be obtained within twelve (12) months of hire date.
- Continuing education, the ability to obtain and maintain additional ICC certifications, and involvement with professional organizations is expected.

**WORK ENVIRONMENT:**
While performing the duties of this job, the employee will work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level is typically quiet in the office and moderate to loud in the field.

Any questions should be directed to the Manager of Economic Development and Building, Adam Nielsen, (815) 469-2177.

The Village of Frankfort provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.