



CITY OF  
*Crystal Lake*  
ILLINOIS

**BUILDING INSPECTOR – FULL TIME**  
**Community Development Department**

**Position Summary**

Under the direction of the Building Commissioner, this individual is responsible for building, construction, materials, and utilities inspection work in securing and maintain compliance with approved plans and a variety of City codes and related ordinances for the Community Development Department.

The nature of the work performed requires a professional manner in all dealings with the public and City and department staff. Work requires the exercise of considerable judgment, initiative, and discretion along with the ability to learn and improve operational processes.

**Position Requirements**

The successful candidate must possess excellent verbal and written communication skills and have proven strong technical skills in various software applications including Microsoft Office Suite. The candidate must also have outstanding organizational and time management skills, and be detail oriented with multi-tasking capabilities in a fast paced environment. Critical thinking and problem solving skills along with excellent customer service skills, including the ability to deal tactfully with the public and a high level of integrity in dealing with confidential and sensitive information is essential. Knowledge of engineering, building construction, and zoning terminology as applicable to a municipal setting is a plus.

Some essential job functions include:

- **Plan Review:** Reviews construction plans and permit applications for compliance with applicable code or ordinance requirements; confers with architects, engineers, owners, and contractors on required design modifications; and answers inquiries from the public and other departments.
- **Field Inspection:** Inspects and approves all assigned construction and development work; ensures compliance with applicable codes, ordinances, and specifications; investigates complaints and gives information about building and construction requirements; prepares correction notices; and keeps records of inspections made and actions taken.
- **Miscellaneous Tasks:** Works and coordinates with other City departments; provides assistance for damage assessment during emergency response; perform research on issues related to

building permits and code enforcement and assists with surveying the city for various code related projects.

- **Property Maintenance Inspection:** Inspects for violations of housing, building, and zoning codes; receives and investigates complaints of code violations; and issues correction notices, stop work notices, and citations.
- **Court Testimony:** Works with the Administrative Law Judge, City Attorney, and other staff to resolve violations prepares reports and case documentation; attends hearing and court proceedings; and acts as an expert witness.
- Independently provides technical assistance and a high level of quality customer service in a thorough and professional manner to members of the public regarding building, planning, zoning, engineering, and property maintenance procedures and processes.

This position requires a combination of training and experience which provides the following minimum knowledge, abilities, and skills:

- High school diploma or equivalent, supplemented by at least five years or related working experience; or
- ICC certification as Residential Building Inspector and Commercial Building Inspector, supplemented by at least three years of related working experience; or
- Graduation from a two or four-year college with a degree in Construction Management, engineering Technology, Architecture, Computer Aided Design, or a related field; supplemented by at least one year of related working experience.
- ICC Certification as Residential Building Inspector and Commercial Building Inspector is required or the ability to obtain within one year of employment.
- General knowledge of blueprints and construction documents and the ability to review the documents against the building code.
- General knowledge and ability to conduct inspections of residential, commercial and industrial construction projects.

Related working experience can include, however is not limited to, work in the building or construction trades as a contractor, inspector, or code enforcement officer. Valid driver's license is required. Salary range: \$30.40 to \$47.61 per hour DOQ with a competitive benefit package, including health and dental insurance.

Hours are generally 7:00 AM – 4:00 PM, Monday through Friday.

Offers of employment are subject to successful completion of background check and drug screen. Qualified individuals interested in being considered for the position should submit an employment application, available at [www.crystallake.org](http://www.crystallake.org) and attach a letter of interest with resume.

This position will remain open until filled. Applications will be considered as received.

The City of Crystal Lake is an Equal Opportunity Employer