



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
INSPECTOR - PLUMBING

EFFECTIVE DATE: February 1, 2024

DEPARTMENT: Development Services/ Code Enforcement Division	WORK LOCATION: VILLAGE HALL		FLSA STATUS: NON-EXEMPT
CLASS CODE: 3800	RANGE: 18	PENSION: IMRF	UNION: NU
REPORTS TO: Chief Building Official	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: - IL Class D Driver's License - IL State Plumbing License

SUMMARY:

Performs a variety of routine and complex technical work including plumbing inspections, plumbing plan reviews, and related work to ensure that the Illinois State Plumbing Code and other related codes and standards are met. Also performs other technical building inspections and reviews. Performs inspection and plan review tasks utilizing the Village's electronic permitting software.

Responds to and interacts with residents, contractors, businesses, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Enforces plumbing/building codes, including Illinois State Plumbing Code, International Building Code, International Residential Code, Illinois Energy Code International Plumbing Code and local Municipal Ordinances.	Daily 20%

2.	Performs plumbing plan reviews; confirms water, waste and vent calculations; reviews isometric and floor plans of waste, vent and water distribution systems. Reviews protection of potable water supply and distribution system. Reviews proper sizing of fuel gas piping and combustion air requirements. Reviews specifications for compliance with established codes/standards.	Weekly 15%
3.	Performs on-site inspections of new construction, building alterations and/or additions, repairs, replacements and other installation and testing of plumbing and drainage systems in residential, commercial and industrial structures for compliance with applicable codes, laws and ordinances. Confirms proper workmanship, material types, and compliance with approved permit plans. Re-inspects work, if needed, after corrections have been made.	Daily 45%
4.	Coordinates inspection and plan review work closely with other building, health, engineering, and fire inspectors, and works closely with Chief Building Official and others.	Daily 10%
5.	Maintains records of building and inspection activity and completes related reports utilizing the Village's electronic permitting software within the office and mobile tablet application in the field to enter inspection results and look up permit details and property data.	Daily 20%
6.	Normally works independently on field inspections, making decisions requiring the use of technical judgment and discretion; however, consultation with a supervisor on difficult and unusual cases is expected.	Daily 10%
7.	Prepares plumbing code revisions and amendments.	Monthly 5%
8.	Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.	Daily 10%
9.	Performs non-plumbing building and construction related inspections and reviews, as needed..	Weekly 10%
10.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance, as needed.

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|----|---|
| 2. | Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties. |
| 3. | Performs the duties of a plan examiner, or plumbing or building inspector as needed and qualified. |
| 4. | Routinely removes signs illegally posted in the public right of way and reports work being done without required permits. |
| 5. | Stays abreast of new technologies, industry practices, and code updates. |
| 6. | Performs other duties, tasks, and responsibilities as assigned. |

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience

- Four to ten years related experience

5 years in plumbing work, to be an Illinois licensed plumber.

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

- Specialized applications:

Microsoft Office, Community Development or similar permitting software, MS Outlook, Bluebeam Revu software

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

State of Illinois plumbing license required.

WORKING KNOWLEDGE OF:

- Illinois State Plumbing Code, local codes and general construction codes, and a thorough knowledge of plumbing.
- Applicable laws, standards and regulations relating to various land use, zoning, nuisance, and public safety codes.
- Inspection techniques.
- Village Code/International Code Council requirements and regulations.

ABILITY TO:

- Understand construction concepts and practices.
- Act effectively in stressful situations.
- Read and understand complicated plans and blueprints.
- Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
- Read, write, speak, and comprehend the English language.
- Communicate effectively orally and in writing.
- Follow verbal and written instructions.
- Respond to and interact with customer, employees, and others within and outside the organization in a courteous and professional manner.
- Perform duties of the position in confined spaces or at heights, on a ladder or lift, as needed.
- Use the following tools and equipment: Village vehicle, Waterflow testing device, GFI tester, carbon monoxide/natural gas detector, digital thermometer, metal detector, tape measure, cell phone, ladder, flashlight, hard hat, computer, and telephone.

PROFICIENCY IN:

- Operating a desktop computer (or *computer equipment*) in a network environment. (laptop, iPad, etc.)
- Working efficiently under pressure.
- Multi – tasking.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u>X</u>
Walks	_____	_____	_____	<u>X</u>
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	<u>X</u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	_____	_____	<u>X</u>
Climbs or balances	_____	_____	_____	<u>X</u>
Twists or turns	_____	_____	_____	<u>X</u>
Stoops, kneels, crouches, bends, or crawls	_____	_____	_____	<u>X</u>
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	_____	_____	<u>X</u>	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	<u>X</u>
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>X</u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u>X</u>
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

As required by the ILSOS to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____