

**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION  
CHIEF BUILDING INSPECTOR**

*EFFECTIVE DATE: January 1, 2006*

<b>DEPARTMENT:</b> Development Services/ Code Enforcement	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b> 7450	<b>RANGE:</b> 19	<b>PENSION:</b> IMRF	<b>UNION:</b> None
<b>REPORTS TO:</b> Director of Code Enforcement	<b>LEVEL OF SUPERVISION RECEIVED:</b> General Direction		<b>LICENSE/CERTIFICATES:</b> Class D Illinois Driver's License. ICC certification as a building inspector within 1 year of employment

**SUMMARY:**

Performs routine and complex inspections of residential and commercial building sites; reviews, and analyzes plans requiring extensive code and construction knowledge; supervises the construction inspectors; ensures the quality of inspections conducted. Conducts commercial pre-construction meetings and coordinates inspections with other Village divisions.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Conducts field inspections of residential and commercial building sites ensuring that structures reflect the integrity of the approved drawings and meet all code requirements. Communicates inspection results to the appropriate parties and other Village divisions as required. Completes required forms and notifications.	Daily 50%

2.	Supervises the inspectors and acts as training officer for building inspections; prepares material for in-service training sessions; prepares evaluations for inspectors.	Daily 30%
3.	Reviews plans and specifications and rejects or suggests modifications to plans; interprets the provisions of the building code to architects, engineers, contractors, owners and the general public; prepares reports; compiles and maintains files of all technical information pertaining to projects.	Daily 25%
4.	Conducts and/or attends pre-construction information meetings, occasionally on the job site, with contractors, architects and residents. Conducts and/or attends internal meetings to coordinate plans with other departments. Conducts and/or attends training meetings.	Monthly 10%
5.	Acts as field safety coordinator. Follows Village-wide and departmental safety rules and practices.	Daily 100%
6.	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 90%
<p><b>TOOLS AND EQUIPMENT USED:</b></p> <p>Village vehicle, GFI tester, carbon monoxide/gas detector, digital thermometer, tape measure, 2-way radio, ladder, flashlight, hard hat, computer, microfilm, copy machine, fax machine, telephone and writing utensils, Polaroid, 75mm and digital cameras.</p>		

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Serves on Village committees and task forces as required or assigned.
2.	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**)

- Supervision of four inspectors
- Prepare personal evaluation reviews for four inspectors
- Coordinate and conduct pre-construction meetings for commercial projects
- Attend weekly site plan meetings
- Coordinate commercial final inspections for certificate of occupancy
- Resolve homeowner/contractor disputes
- Conduct commercial/residential inspections to determine if projects are constructed in accordance with approved submitted construction documents

**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...

**Enter degree or coursework here**

**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 yrs. exp. in construction work, including 3 years in building inspections

**Additional Experience (Select as appropriate)**

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

**1 year**  
**Enter number of years required here**

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

**Microsoft Office**

**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.

**PROFICIENCY IN:**

Operating a personal computer in a network environment.

Working efficiently under pressure.

Quickly switching from one task to another.

Operating the listed tools and equipment.

**WORKING KNOWLEDGE OF:**

Construction and engineering techniques, procedures and applications.

Mechanical, plumbing, electrical and HVAC installations and specifications.

Model Code Organization code requirements and regulations.

Village of Hoffman Estates' Municipal Code and ordinances.

Training methods and techniques.

**ABILITY TO:**

Make quick, accurate decisions.

Analyze and understand complex architectural and construction drawings, plans and blueprints.

Transfer thinking between two dimensional and written code to three-dimensional structures.

Detect and locate defects in installations.

Resolve disputes, but enforce regulations firmly and impartially.

Communicate effectively, verbally and in writing.

Respond to and interact with customers, employees and others within and outside the organization in a courteous and professional manner.

Establish successful working relationships with other employees, supervisors and other departments.

Read, write, speak, and comprehend the English language.

**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...

<b>Enter specific vision requirement here</b>
<b>Enter specific vision requirement here</b>

**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)**

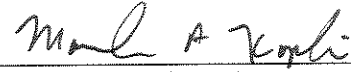
<b><u>Environmental Conditions</u></b>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	<u>X</u>	_____	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	_____	<u>X</u>
Non-weather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



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.

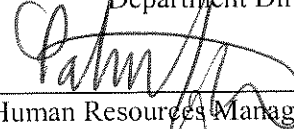
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



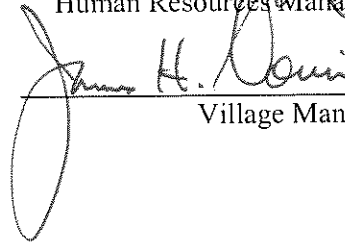
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_