

RESIDENTIAL REMODELING INSPECTOR

DEFINITION: Under general supervision, performs work of moderate difficulty in inspecting existing buildings for compliance with City codes for construction and safety.

EXAMPLES OF DUTIES:

1. Works in conjunction with the Administrative staff and Senior Inspectors to develop specific code interpretations for the consistency of application.
2. Prepares current reports and records from Inspections and other agencies regarding code compliance as required.
3. Prepares reports and violation notices to be used in fieldwork or legal hearings, regarding all issues related to code compliance.
4. May be required to provide testimony in Administrative Hearings, Circuit Court proceedings.
5. Maintains correspondence and other contacts with persons responsible for general contracting.
6. Assists in the review and coordination of construction documents with department Administrative staff.
7. Works with other departments to insure public safety and code compliance.
8. Participates in and reviews the adoption of new codes and ordinances as they apply to the residential remodeling field.
9. May assist in training Inspectors.
10. Assists in issuing permits to build.
11. Inspects for proper construction and materials in the alteration and remodeling of existing one (1) and two (2) family buildings.
12. Makes on-site inspections of residential work in progress and final inspection of work completed.
13. Inspects buildings for safety and or health reasons, initiating any emergency measures as required by code.
14. Reports on code compliance, variations and violations, advising contractors and property owners on the needed corrections.

15. Reports zoning violations and works with appropriate City Department or agency to enforce compliance with zoning regulations.
16. May respond to calls from other City Departments such as Police and Fire to investigate safety concerns.
17. May be required to respond in the case of an emergency or disaster.
18. May assume interim responsibility for Senior Inspector when appointed to do so.
19. Performs related work as required.

KNOWLEDGE AND SKILLS:

Knowledge of building construction, including structural understanding and fire safety and of generally accepted building practices. Must know construction materials and methods and have the ability to read and comprehend construction documents. Must have a general understanding of mechanical, electrical and plumbing systems.

Skill in understanding and applying City codes and ordinances, in spotting violations and inaccurate work; in reading construction documents; and in maintaining satisfactory working relationships with contractors, property owners and the general public; significant understanding of all aspects of due process and code enforcement. Must have strong public relations skills. Working skill in report writing and record keeping; in using mathematics and business practices; an understanding of basic office procedures, and in dealing with the public.

TRAINING AND EXPERIENCE:

Completion of a High School diploma or GED and apprenticeship in the building trades; and three (3) years of experience in general construction work, or any equivalent combination of training and experience.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work involves frequent walking, standing, and driving; some lifting and carrying of objects of moderate weight (12 – 20 pounds) The majority of the work is conducted outside and may involve regular exposure to adverse conditions and exposure to the rough and uneven terrain found on construction sites. Some duties are performed in an office setting.

NECESSARY SPECIAL REQUIREMENTS:

Must meet the following minimum certification requirements, within twelve months of hire, as defined by the International Code Council:

1. Property Maintenance and Housing Inspector
And one of the following:
2. Residential Building Inspector Examination, *or*
3. Residential Electrical Inspector Examination, *or*
4. Residential Mechanical Inspector Examination, *or*
5. Illinois State Plumbing License

Possession of a valid Illinois Driver's License

Ability to work well with the general public.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.

Jessica L. Jones SPHR: Director of Personnel

Date: