

# CITY OF PARK RIDGE

## JOB DESCRIPTION



<b>TITLE:</b>	Plans Examiner/Inspector	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Community Preservation and Development	<b>REPORTS TO:</b>	Building Official/Administrator
<b>PREPARED:</b>	July 1998	<b>UPDATED:</b>	June 2023

### Position Summary

This position performs a full range of inspections and investigates complaints to verify compliance with adopted codes and ordinances of the City. This position is also responsible for related administrative functions as it relates to documentation of plan reviews, permits and inspections.

### Essential Functions

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

- Performs site inspections to ensure compliance with City codes, ordinances, and regulations.
- Participates in conducting code enforcement actions:
  - Receives reports of complaints and code violations.
  - Inspects alleged violation.
  - Documents conditions observed.
  - Determines if code violations exist.
  - Issues violation notices and orders for correction.
  - Verifies completion of corrections.
  - Initiates appropriate enforcement actions in cases of noncompliance.
  - Assists City in preparing for legal action and testifies in court.
  - Appear before the Zoning Board of Appeals as requested.
- Responds to complaints that may be a violation of City health and property maintenance ordinances.
- Issues permits and calculates fees for all electrical work, alarms, driveways, fences, decks, pools, spas, small additions, kitchens, baths, and flood controls.
- Assists other departments on technical questions, code interpretation, and enforcement decisions.
- Reviews architectural plans and specifications to verify compliance to all applicable code and ordinances.
- Conducts onsite inspections to verify compliance with approved drawings and applicable codes and ordinances, and to respond to disputes/complaints.
- Conducts plan review meetings with contractors, owners, and design professionals to discuss code deficiencies found during the plan review.
- Conducts onsite meetings with contractors and owners during construction to discuss code violations discovered during inspections.
- Prepares, monitors, and maintains records of plan reviews, permits, and inspections.
- Provides technical assistance and explains and interprets codes, ordinances and regulations for design professionals, contractors, owners and the general public.
- Represents the Department at public meetings and court proceedings as needed.
  - Serves as an information resource person regarding code compliance.
  - Responds to questions and concerns from the community.
  - Provides general assistance to the public, both over the telephone or in person, regarding violations and status of enforcement matters.
  - Attends meetings to discuss ordinance and permit related issues.

- Writes reports, articles, brochures, or similar informational materials.
- All other duties as assigned.

#### **Required Education, Experience, Licensing, and Certifications**

- High School Diploma/equivalent and three (3) years' experience in inspections or general construction.
- Preferred certification by the International Code Council (ICC) as a Building, Mechanical and Property Maintenance Inspector and State license in assignment/specialty as applicable (Plumbing or Electrical);
- Experience with the use of Energov permitting software preferred.
- Valid State of Illinois Driver's License.

#### **Physical and Work Environment**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This is considered a medium duty position which requires lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds, manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing;
- Duties are performed under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes;
- Duties require ability to work at heights and in confined spaces.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*