



### **Exciting Career Opportunity: Building Inspector II - City of Mt. Vernon**

The City of Mt. Vernon is hiring a **Building Inspector II!** We are seeking a dedicated, experienced individual to contribute to the safety and growth of our community. This vital role involves residential and commercial inspections, including electrical inspections, code enforcement, and the oversight of new and rehab construction projects.

#### **What You'll Do:**

- Conduct residential and commercial inspections for new builds and rehab projects
- Perform electrical inspections and ensure compliance with local codes
- Enforce safety and construction standards
- Use your expertise in heating, plumbing, electrical systems, and overall construction to ensure high-quality work

#### **What We're Looking For:**

- **Experience:** 3 years in building trades or construction management
- **Knowledge:** Familiarity with heating, plumbing, electrical systems, and construction
- **Additional Qualifications:** Ability to obtain a local electrical license (2008 National Electric Code) within 6 months of hire
- **Education:** Preferably 2 years of college coursework in construction management or a related field

#### **Why Work with Us?**

- **Competitive Pay:** \$29.00 to \$36.00 per hour, based on experience
- **Benefits:** Employer-paid health insurance
- **Retirement Security:** IMRF pension plan
- **Schedule:** Monday through Friday, 8:00 AM to 5:00 PM
- **Location:** Mount Vernon IL. Residency in Jefferson County, IL required within 6 months

#### **Additional Requirements:**

- Must pass background, credit, and medical assessments
- Equal Opportunity Employer / ADA Compliant

#### **How to Apply:**

Applications are available Monday through Friday from 8:00 AM to 5:00 PM at the **Human Resource Office** (1100 Main Street, Mt. Vernon, IL), or online at [www.mtvernon.com](http://www.mtvernon.com). We are accepting applications until the position is filled.

**CITY OF MT. VERNON  
CLASS SPECIFICATION**

**TITLE: INSPECTOR II**

**CLASS CODE:**

**DISTINGUISHING FEATURES OF WORK:**

Under the administrative direction of the City Engineer; reviews plans and specifications to ensure compliance with building and zoning requirements prior to issuing permits for the work to begin; conducts inspections of new and existing building construction projects to ensure compliance with applicable building codes; enforces the City's zoning ordinances and building codes; performs inspections of nuisance violations, identifies property owners for inspection purposes, prepares violation notices and oversees enforcement of violations, and maintains written records and reports, and coordinates inspection activities with appropriate City departments.

**Hours of Work:** Working shift is from 8:00 a.m. to 5:00 p.m., Monday through Friday with a one- (1) hour lunch period, forty (40) hours per week. FLSA classification is non-exempt.

**ILLUSTRATIVE EXAMPLES OF WORK:**

- Inspects buildings under construction, alteration or repair for compliance with the building, heating, plumbing, electrical and zoning code requirements; coordinates inspection activities with appropriate City departments.
- Review and approves plans for commercial, industrial, and residential building and remodeling projects; issues proper permits and zoning approval once code requirements have been satisfied
- Issues building, sign, electrical, and demolition permits
- Enforces the City's "nuisance" ordinances, including weed and brush control ordinances; Oversees the correction of the nuisance violations
- Enforces the City's sign ordinances
- Responds to complaints concerning City Ordinance nuisance violations
- Identifies nuisance violations and property owners
- Prepares violation notices and oversees the correction of the nuisance violations
- Oversees and inspects demolition projects
- Maintains written records and reports of inspection activities
- Enforces notices issued and related documents.
- Explains building and zoning codes and enforcement procedures to interested parties; reviews plans and specifications with engineers, architects, and the general public
- Inspects the work of private contractors to insure compliance with appropriate federal, state and local codes.
- Supervises, inspects, and evaluates the work of subordinate personnel engaged in Building Inspection activities to ensure compliance with project standards; provides training and orientation to new employees
- Performs related duties as required or assigned.
- Performs electrical inspections prior to service being activated

**REQUIREMENTS:**

**Education**

- Requires knowledge, skill and mental development equivalent to the completion of four years high school with a minimum of two years specialized training in the building trades
- Completion of two years college with coursework in construction management or a directly related field, preferred
- Will be required to be a licensed electrician in the City of Mount Vernon within 6 months of appointment.

**Experience**

- Requires three to five years of responsible work experience in the building trades or in the construction management profession
- Requires knowledge of the methods and practices of building construction and maintenance.
- Requires knowledge of City building, zoning, sign and “nuisance” codes and ordinances.
- Requires possession of a valid vehicle operator’s license.
- Requires the ability to successfully pass a background security and credit check.

**Significant Responsibilities**

- Requires the ability to read and understand blueprints, plans, schematics and construction specifications.
- Requires the ability to effectively supervise the work of subordinate staff.
- Requires the ability to effectively train and instruct employees in safe work practices as well as the safe operation of equipment
- Requires ability to effectively prepare and present oral and written technical reports and recommendations to the City Manager and City Council
- Requires the ability to enforce City codes and ordinances tactfully, impartially, and firmly.
- Requires the ability to establish and maintain effective working relationships with contractors, architects, property owners, engineers, City officials, employees, general public, and state/federal regulatory agencies
- Ability to organize duties and produce results in a timely manner.
- Excellent communication skills, written and verbal
- Requires strict confidentiality in daily duties
- Requires ability to exercise judgment and discretion in developing, implementing and interpreting policies, and procedures

**PHYSICAL REQUIREMENTS**

- Occasional walking, reaching, bending, and lifting or carrying object under 25 pounds, requires the ability to sit for extended periods of time
- Use written sources of information, e.g. read reports, procedural documentation, reference materials
- Perform detailed work requiring visual acuity
- Use non-verbal auditory sources of information, e.g., alarms, beepers, pagers

**RESIDENCY REQUIREMENT**

- Residency within the limits of Jefferson County is required of all City Employees.