



VILLAGE OF BETHALTO BUILDING AND ZONING DEPARTMENT

101 S. Prairie Street, Bethalto, IL., 62010
Phone: 618-377-7697 Fax: 618-377-5473

The Village of Bethalto is accepting applications for the position of Building and Occupancy Inspector to perform a variety of duties and inspections, including Building, Occupancy, Zoning and Ordinance Violations. This candidate will fill in for the Building and Zoning administrator in their absence

The Building/Occupancy Inspector position performs inspections to promote public safety and ensure compliance with codes governing residential and commercial building construction, including, but not limited to structural, electrical, mechanical, energy, and occupancy codes.

The Building Inspector will review plans and conduct inspections of buildings in the course of construction, alteration, or repairs to determine if plans, workmanship and materials conform to all existing code requirements. Additionally, the candidate will be responsible for assisting in the enforcement of zoning, nuisance and ordinance violations

The Building and Zoning Department is looking for a candidate that is a quick learner, hard worker, highly organized, capable of working independently, with exceptional customer service skills. Candidates must possess a valid Driver's License, be capable of climbing a ladder, safely accessing roofs, attics, and crawl spaces to complete inspections. Candidates must have the ability to stand or sit for long periods of time.

An ideal candidate will have experience in the trades and be familiar with international Code Council code series. Candidate with previous experience in carpentry, electrical, plumbing, HVAC, or other trades are encouraged to apply. Candidate will be required to be certified in the IRC and IMPC codes within one year and IBC within two years

Preference will be given to candidates that have Associates or bachelor's degree from an accredited college or university in construction or related fields. A combination of education, training and experience which provides the require knowledge, skills, and abilities to perform the essential functions of the job will be considered

Important attributes: Knowledge of basic building construction including plumbing, electrical and structural condition of the building: ability to quickly learn all computer applications and hardware: possess excellent customer service skills and mediation techniques. Ability to effectively testify in court: write clear concise reports and inspections notices: read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals and International Code Council manuals

This position is a permanent part time position, averaging 29 hours per week. The starting pay depends on the qualification of the candidate but may range from \$20-\$25 per hour. The ideal candidate would be a potential candidate to assume the Building and Zoning Administrators positions at a later date

Applications are available online at the Village of Bethalto web site, please attach your resume to your application. Applications must be returned to the Village Clerk's office no later than Monday November 28th by 5:00 pm