



Job Opportunity City of Kankakee

Position: Building Inspector

Position Purpose: The Building Inspector position is responsible for enforcement of the building codes adopted by the City. The Building Inspector is also responsible for identifying, documenting, and resolving building code violations within the administrative scope of the Building & Code Enforcement Department.

Essential Functions (list in order of importance including measures)

1. Performs building safety inspections of existing and newly constructed buildings and structures.
2. Reviews and issues (or denies) permit applications.
3. Review plans and specifications for new construction projects, as required.
4. Performs follow-up inspections of existing code violations.
5. Notifies property owners and/or occupants of existing code violations.
6. Performs rental inspections in conjunction with Property Maintenance Inspectors, as required.
7. Performs complaint inspections.
8. Maintains Department property files including documentation of building code violations.
9. Prepares building code violation reports.
10. Performs follow-up inspections of existing building code violations, as required.

General Job Requirements:

- High School diploma or equivalent.
- Demonstrated experience in building construction and/or related trades, or equivalent building code enforcement background.
- Basic personal computer knowledge.
- Scheduled ICC certifications.
- Current & valid driver's license.

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