



Everything Within Reach

CITY OF TROY EMPLOYMENT OPPORTUNITY BUILDING INSPECTOR

The City of Troy seeks a qualified Building Inspector.

The Building Inspector is responsible for inspecting buildings and structures to ensure compliance with Municipal building codes and regulations; reviews plans and performs inspections to assure all new residential and commercial construction and facilities conform to zoning and building codes to include: building, mechanical, electrical, community sanitation standards, and other related codes and resolutions.

Job description along with application form can be picked up at The City of Troy/Administration office. Located at 116 E. Market Street, Troy, IL or by going to the website www.troyil.us and visiting the home page/city news.

Education and or experience: High School diploma or GED; and three years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Applications will be accepted until Friday November 13, 2020 @ 4:30pm.

The City of Troy, IL is an affirmative action/equal opportunity employer. The City of Troy, IL takes affirmative action to assure equal employment opportunity for protected classes, persons with disabilities and for covered veterans. Covered veterans include: special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge was authorized.

Inquiries regarding the City of Troy, IL equal employment opportunity policies may be directed to:

City Administrator
116 E. Market Street
Troy, IL 62294
Tel: (618) 667-9924
Email: dpartney@troyil.us



EMPLOYMENT APPLICATION

Please complete the entire application.

Employer Information

Employer: City of Troy
Address: 116 E. Market St.
City State ZIP: Troy, Illinois 62294
Telephone: 618-667-9924

It is the policy of City of Troy to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Applicant Information

Applicant Full Name: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Number of years at this address: _____

Daytime phone: _____ Evening phone: _____

Mobile phone: _____

Driver's License (State/Number): _____

Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Daytime phone: _____ Evening phone: _____

Job Position Applied :Full Time-

Salary Desired: \$ _____ per

Previous Employment:

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Mth/Yr): _____ / _____ to Mth/Yr _____ / _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Mth/Yr): _____ / _____ Mth/Yr _____ / _____

Applicant's Education and Training

College/University Name and Address: _____

Did you receive a degree? _____Yes _____No

If yes, degree(s) received: _____

School/GED Name and Address: _____

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service:

_____ Yes _____ No

Branch: _____

Specialized Training: _____

References

List any two non-relatives who would be willing to provide a reference for you.

Name:

Address:

City/State/ZIP:

Telephone:

Relationship:

References

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize City of Troy to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE

Building Inspector - job post

City of Troy, IL

\$25.68 an hour

Inspects buildings and structures to ensure compliance with Municipal building codes and regulations; reviews plans and performs inspections to assure all new residential and commercial construction and facilities conform to zoning and building codes to include: building, mechanical, electrical, community sanitation standards, and other related codes and resolutions. Must have a valid driver's license and at least 3 years of construction experience. This is a full time position with benefits.

Essential Job Functions:

Essential functions may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. Reasonable accommodations, as defined under the American with Disabilities Act, will be made when possible.

Conducts physical inspection of construction sites to include: inspection of foundation concrete work, framing, finishing, electrical, structural and final inspections, accesses roofs and second and third stories for specific code applications; works with contractor, builder, owner, or agent to inspect and ensure compliance with plans, codes, code reviews and approvals.

Effectively communicates detailed information concerning architect, engineering requirements and plans in compliance with required building, and mechanical code specifics.

Creates written logs of daily inspections, documents code violations found during inspections, informs builders, contractors, owners, or agents of violations and provides information to assist in resolving code violations in construction projects.

Receives drawings or plans, logs in plans with direction from Plans Examiner and may assist in plan review to ensure conformance to applicable building, electrical and mechanical codes and Land Use Regulations, provides inspection services for suspected deficiencies in plans or of code violations.

Complete J.U.L.I.E. locates as required for water/sewer in coordination with the Water Department.

Perform rental inspections. Maintain accurate records of rental inspections performed and occupancy permits issued.

Assists in the general operations of the office; answers telephones, works with the public providing information relevant to construction within the Municipality.

Assists in reviewing of building and development plans submitted to the department; reviews the drawings or plans for content and format, informs building permit applicants of other pertinent regulations required prior to issuance of building permits.

May assist in issuance of building permits, issues permits and provides receipts and logs building permit records.

Maintains inspection reports for filing in the department and upon final inspection and compliance with codes, regulations and statutes, issues certificate of occupancy or certificate of compliance.

Attends meetings associated with the Building Department activities as requested by supervisor.

Performs other related duties as assigned.

Regular and predictable attendance is required.

MATERIAL AND EQUIPMENT USED:

Vehicle

General Office Equipment

Computer

Minimum Qualifications Required:

Education and Experience:

High School diploma or GED; and,

Three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License.

ICC Residential Building Inspector Certification or obtain within 12 months of employment.

Knowledge, Skills and Abilities:

Knowledge of:

Principles and practices of building and construction trades including, electrical and mechanical.

All applicable state, federal and local laws, rules and regulations.

Building, housing, and zoning code inspection practices and procedures.

City geography and roads.

Recordkeeping, report preparation, filing methods and records management techniques.

Computer applications related to the work.

Standard business arithmetic, including percentages and decimals.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Using mathematics.

Safe driving.

Communicating clearly and effectively, orally and in writing.

Mental and Physical Abilities:

Ability to read and comprehend construction plans and technical codes and specifications.

Ability to confer with developers and contractors and provide accurate information regarding code compliance.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

Non-Discrimination and Affirmative Action Statement

The City of Troy, IL prohibits discrimination against or harassment of any person employed or seeking employment with The City of Troy, IL on the basis of race, color, religion, sex

(including pregnancy), age, national origin, disability, veteran status, political affiliation, sexual orientation, gender identity, marital status or genetic information.

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