

**City of Mattoon, Illinois  
Job Description**

**Title:** Building & Plumbing Inspector  
**Classification:** Non-Exempt, Full-Time position  
**Immediate Supervisor:** City Administrator  
**Departmental Commissioner:** Mayor  
**Compensation Range:** \$40,000 - \$48,000

**POSITION SUMMARY:**

Primary responsibilities include performing building plan review and inspections for compliance with applicable codes for building, plumbing, and mechanical systems. Participates in permitting operations, monitors code compliance cases in progress to assure compliance with notification and timelines, and responds to complaints that initiate compliance investigations. Confers with developers, architects, engineers, contractors, the public, departmental directors and superintendents and is expected to perform a wide range of office and field duties as may be required.

**ESSENTIAL DUTIES:**

- Performs building, plumbing and mechanical system plan reviews; inspections of varying complexity, including those involving residential, commercial and industrial buildings.
- Identifies and organizes opportunities for improving services, delivery methods and procedures. Reviews service enhancements with appropriate management staff and implements improvements.
- Issues permits for approved plans, include fee calculations based on the adopted fee schedule.
- Meets with business owners, developers and residents to review and explain code requirements, violations or potential violations.
- Inspects dangerous structures subject to condemnation for fire and life safety requirements. Inspects damaged or deteriorating buildings to determine needed repairs. Investigates alleged violations of building and property maintenance codes.
- Serves as a Code Compliance Officer. Coordinates the City's response or directly responds to and investigates, citizen complaints concerning alleged or potential code violations. Conducts field investigations, gathers and analyzes information, makes findings, and takes appropriate action.
- Researches, organizes and maintains documentation on code violations, including remedial actions. Prepares cases for filing or submission for prosecution. Testifies in court on behalf of the City. Attends and represents the City at Code Violation appeal hearings. Maintains a variety of logs and records related to inspections and enforcement activities; writes and distributes correspondence and reports.
- Recommends and implements policies to ensure efficient and effective procedures in compliance with City guidelines, standards, goals and objectives. Prepares recommendations for amendments and additions to codes or regulation.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Principles, practices and methods of building and plumbing codes as applied to municipal government operations.

- ADA Code
- Mechanical and sprinkler systems.
- Federal, state and local laws affecting operations.

Skill in:

- Trades associated with the maintenance, repair, alteration, and construction of buildings.
- Operating a radio, telephone, personal computer, calculator, copy machine, word processing, spreadsheet.

Ability to:

- Read technical journals, building plans and correspondence.
- Perform math calculations - addition, subtraction, multiplication and division.
- Write technical terms and correspondence.
- Organize, direct and coordinate the activities of several operating divisions.
- Establish and maintain effective working relationships with fellow employees.
- Work independently with minimal instruction and supervision.
- Work with employees assigned to assist with tasks.

**PHYSICAL DEMANDS AND OCCUPATIONAL EXPOSURES:**

This job requires the employee to stand, walk, to use hands and fingers, to handle, feel or operate objects, tools or controls and to reach with hands and arms. This employee is required to sit, climb and balance; to stoop, kneel, crouch and crawl and to talk and hear. The job requires visual acuity, depth perception and color vision. There is an occasional requirement to lift and/or move up to 50 pounds. The noise level in the work environment is generally quiet, however, can be elevated on jobsites due to construction.

**QUALIFICATIONS:**

Must possess a valid State of Illinois Plumbing License. Work requires knowledge of a vocational and technical nature which may be obtained by a college degree, technical, business, vocational or correspondence school and/or on-the-job related work experience. Appropriate certification related to the job may be achieved upon completion of advanced study or training.

**SPECIAL REQUIREMENTS:**

Must possess or be able to obtain and maintain an Illinois Class D Driver's License.

**PERFORMANCE EVALUATIONS:**

An employee's performance is measured in accordance with the specifications of this job description. This job description is subject to change by the employer as the needs of the employer and the requirements of the job change.