

City of Mattoon, Illinois
Job Description

Title: Electrical Inspector/ Zoning and Code Enforcement Officer
Classification: Non-Exempt, Full-Time position
Immediate Supervisor: City Administrator
Departmental Commissioner: Mayor
Compensation Range: \$50,000-\$60,000 per year

POSITION SUMMARY:

Primary responsibilities include performing plan review and inspections for compliance with all electrical, property maintenance and zoning regulations and ordinances for the City of Mattoon. Participates in permitting operations, monitors code compliance cases in progress to assure compliance with notifications 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. The position serves as a technical advisor as well as support staff to the Planning Commission.

ESSENTIAL DUTIES:

- Performs electrical plan reviews and issues permits for approved plans; inspections of varying complexity, including those involving residential, commercial and industrial buildings
- Enforce the property maintenance code and abate dangerous buildings that are a threat to public health and safety.
- Assist in developing, planning and implementing goals and objectives, which are consistent with the City's comprehensive plan.
- Review growth patterns, trends in land use, community needs and other factors in developing recommendations for community development and services.
- Establish policies and programs for housing, redevelopment and neighborhood improvement, plan review and inspections.
- Confers with the Mattoon Electrical Commission on electrical codes and fees and making updates to the City's electrical ordinance.
- Confer with and advises departmental directors and support staff on problems relating to planning, subdivision, zoning and building code enforcement functions of the municipality.
- Direct development of information systems that will identify development applications, decisions of staff and determinations of boards, commissions and the city council pertaining to development applications.
- Assist with the formulation of updates to electrical, zoning, and subdivision codes.
- Participate in the review of plans for development projects for compliance with codes, regulations and standards, adequacy of permit applications and compliance with approved plans.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, standards, materials and methods used in the installation of electrical equipment and the approved methods of construction for safety to person and property
- Thorough working knowledge of the National Electrical Code as well as the International Property Maintenance Code.
- Planning, zoning and subdivision codes as applied to municipal government operations;
- Federal, state and local laws affecting operations

Skill in:

- The ability to interpret and apply building plans, wiring diagrams engineered drawings and use mathematical formulas related to the trade.
- Operating a radio, telephone, personal computer, calculator, copy machine, word processing, spreadsheets, and GIS software applications.

Ability to:

- Read technical journals, electrical 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;
- Develop long term plans and to formulate major policies on technical and administrative problems.
- Establish and maintain effective working relationships with fellow employees;
- Work independently with minimal instruction and supervision; and
- 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:

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.

SPECIAL REQUIREMENTS:

Must possess or be able to obtain and maintain an Illinois Class D Drivers 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.