



Position: **Building Inspector**

Department: Community Development

FLSA Status Non-Exempt

Revised: May 19, 2025

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## Position Summary

The Village of Bradley's Community Development Department is seeking an experienced and reliable professional to serve as a full-time Building Inspector. This position is responsible for ensuring compliance with all applicable building codes and regulations that contribute and promote the health, safety and welfare of all village residents and guests. The building inspector will report to the Director of Community Development.

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## Essential Duties and Responsibilities

- Performs required inspections of construction and installation of materials, equipment, etc. in new and existing buildings and structures.
- Conducts in office plan/drawing review of conformance with Village adopted codes and/or ordinances when necessary. Compares job site plans/drawings for deviation from Village approved plans/drawings.
- Issues certificates of temporary and final occupancy. Determines whether building will be safe prior to full completion without endangering life or public welfare.
- Organizes daily work schedule and completes assigned or scheduled inspections prior to the end of the work day. Normally works independently on field inspections, making decisions requiring the use of technical judgement and discretion; however, consultation with the supervisor on difficult and unusual cases is expected.
- Prepares building code revisions and amendments.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to contractors, developers and other interested parties.
- Assists in resolving complex and sensitive customer services issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Identifies and submits code violations in written form; maintains files and logs of written reports, letters, memorandums, inspection findings and correspondence.

- Compiles evidence for prosecution of violators of building codes; prepares and submits related code sections of code violations that may pertain to court hearings; and, appears in court as necessary or as directed.
  - Demonstrates the highest standards of personal and professional integrity, adheres to Village's policies and procedures, and complies with applicable laws, rules and regulations.
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### **Required Knowledge, Skills and Abilities**

- Knowledge of adopted building codes and ordinances.
  - Knowledge of the materials, methods and practices used in all phases of building construction, as well as the ability to apply this knowledge to make observations regarding possible defects and related codes and ordinances.
  - Knowledge of building and zoning inspections and enforcement procedures.
  - Knowledge of Microsoft Windows and Microsoft Office Suite.
  - Ability to read, interpret, and apply codes, laws, rules and regulations relative to the work.
  - Ability to recognize faulty construction, hazardous conditions and options to effectively correct these problems.
  - Ability to read and interpret building plans and specifications and recognize deviations from such plans.
  - Ability to inspect houses or other properties and ascertain compliance with applicable codes.
  - Ability to independently plan, prioritize and organize work and complete assignments within a deadline driven environment.
  - Ability to communicate in a manner that is clear and concise.
  - Ability to use tact, discretion and prudence in dealing with those contacted in the course of work.
  - Ability to prepare reports, correspondence and other written materials.
  - Ability to establish and maintain effective working relationships.
  - Ability to demonstrate Village values on integrity, teamwork, and professionalism.
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## **Minimum Required Qualifications**

### ***Education and Experience***

- High school diploma or general equivalency diploma (GED)
- Five (5) years of experience in building construction with code compliance experience.
- OR any combination of education, experience and training that provides the requisite knowledge, skills and abilities listed above.

### ***Certifications/Licenses***

- Valid Illinois Driver's license
  - Certified Building Inspection (ICC) certification is required and may be obtained within one year of employment.
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## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made if needed to enable qualified individuals with disabilities to perform the essential duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is routinely required to stand, walk, use hand to finger, handle or feel objects, tools, or controls, sit, reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth vision, and the ability to adjust focus.

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## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment with light to moderate noise levels and controlled temperature conditions. The employee occasionally works near moving mechanical parts in precarious places; and is occasionally exposed to wet and/or humid conditions, extreme cold or extreme heat.

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## **Compensation and Benefits**

The annual salary for this position is \$70,000

The position and starting salary shall be based on the candidate's qualifications and certifications. The Village offers an excellent benefits package with participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and life insurance, paid time off for vacation, sick; and voluntary participation in the IMRF Voluntary Additional Contribution (VAC) fund, supplemental life insurance

### **Selection Process:**

Candidates will undergo multiple interviews. The selected candidates will successfully complete a reference check, a criminal background check, drug and alcohol screening, and a driver's license verification with the Secretary of State's Office.

### **How to Apply:**

Interested candidates should complete an online employment application found on the Village of Bradley webpage and attach your resume and cover letter. Paper submissions will be accepted. **Send to: Village of Bradley 147 N. Michigan Ave Bradley IL. 60915**

**ATTN: Craig Anderson Village Administrator.** E-mail: [canderson@bradleyil.org](mailto:canderson@bradleyil.org)

The position remains open until filled. Resumes will be reviewed and interviews scheduled as they are received.

The Village of Bradley is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity, Equity, and Inclusion are critical to the Village's success. The Village seeks to recruit the most talented individuals from a diverse candidate pool and strongly encourages applications to be submitted from all genders, all races, all sexual orientations, people with disabilities, and Military Veterans.