



JOB DESCRIPTION

Coordinator of Landlord Registration and Building Inspections

SUMMARY: Under basic supervision, performs skilled/specialized inspection and plan review work involving the interpretation and enforcement of codes and regulations for residential, rental, & commercial buildings.

ESSENTIAL FUNCTIONS: -- *Essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform daily inspections; review plans to determine project scope and compliance with adopted codes and standards; maintain accurate records of permits and daily inspections.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Inspect construction projects for compliance with Village codes, design guidelines, planning, and zoning requirements.
- Support office staff and provide counter service; respond to questions, return phone calls and emails; input correction notices and case-related comments into an automated data base; file and/or scan documents following field inspections.
- Respond to inquiries from the public and contractors regarding codes and other issues with projects, both over the phone and at the public counter.
- Participate in professional/ public meetings and training, as required.
- Assist with plan review.
- Assists with Code Enforcement.
- Support the relationship between the Village of Peoria Heights and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and village staff; maintain confidentiality of work-related issues and village information; perform other duties, as required or assigned.
- Oversee the compliance of the Landlord Registration Program.
- Reports to the Chief of Police

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; AND five years experience in a construction related field. An Associate's degree may substitute for three years of the required experience.

Knowledge of:

- Village policies, procedures, codes, and ordinances.
- Construction scheduling, practices, and methods.
- Architectural design and construction methods.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using initiative, discretion, and good judgment within established procedures, guidelines, and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, laws, and regulations.
- Operating a personal computer and various software applications.
- Practicing appropriate safety precautions and procedures.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, architects, engineers, developers, contractors, private agencies, and the general public.

- **LICENSE AND CERTIFICATION REQUIREMENTS**

- Possession of a valid Illinois Class "C" Driver's License.
- Residential/Commercial OR Combination Inspector certification is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. May be required to traverse uneven terrain, work in trenches, climb ladders and walk on steep slope roofs. May be exposed to heavy machinery, extreme weather conditions, and hazardous chemicals. Incumbent must have the mobility to visit village job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. Physical demands consist of frequent standing, climbing, walking, lifting, bending, or stooping. May be required to lift and carry items weighing up to 75 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, attend evening meetings after working a full day, if necessary.