

City of Plano

Building, Planning & Zoning

Title: Part Time Property Maintenance Inspector

Position: Reports directly to the Director of Building, Planning & Zoning

Summary: Inspects both commercial and residential properties for conformance with the property maintenance codes and ordinances as adopted by the City of Plano

Essential Duties and Responsibilities: Inspects both residential and commercial properties for conformance with the property maintenance codes and ordinances as adopted by the City of Plano

Interacts with the public in a positive, professional and educational manner

Wears appropriate attire to be provided by the City of Plano building, Planning and zoning department

Maintains neat and legible records of inspections, notices of violations and citations as to be used for the administrative or judicial authorities

Appears at the administrative or judicial hearings as representative of the City of Plano presenting any and all information in order to help facilitate a finding of liability

Utilizes appropriate computer programs for data entry of all above information

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required

Training, Experience and Certifications Required: High School graduate or G.E.D. equivalent

International Code Council Property Maintenance & Housing Inspector certification, or the ability to obtain within 30 days

Experience in the construction trades, building inspections or fire and life safety inspections

Other Skills: The Property Maintenance Inspector will have the ability to communicate effectively both verbally and in writing. Basic math skills and experience in understanding and interpreting tables, graphs and text normally found in model building codes. Familiarity with basic computer programs and data entry. Bi-lingual (Spanish) highly desirable. Law enforcement, fire service and military experience highly desirable

Special Requirements: Property maintenance Inspector must possess valid Illinois driver's license; City of Plano vehicle will be provided for all work-related activities

Physical Demands: Property maintenance Inspectors must have the physical ability to perform the essential duties in all types of varying conditions

City of Plano

Building, Planning & Zoning

Title: Part Time Building Inspector

Position: Reports directly to the Director of Building, Planning & Zoning

Summary: Inspects both commercial and residential properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

Essential Duties and Responsibilities: Inspects both residential and commercial properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

Inspects residential, commercial, industrial and other structures during and after construction to ensure all components meet applicable provisions of adopted building codes and city ordinances

Inspects structures under construction for conformance with submitted and approved plans and specifications

Performs residential rental inspections as adopted by the City of Plano

Performs commercial occupancy inspections as adopted by the City of Plano

Interacts with the public in a positive, professional and educational manner

Wears appropriate attire to be provided by the City of Plano building, Planning and zoning department

Maintains neat and legible records of inspections, notices of violations and citations as to be used for the administrative or judicial authorities

Appears at the administrative or judicial hearings as representative of the City of Plano presenting any and all information in order to help facilitate a finding of liability

Utilizes appropriate computer programs for data entry of all above information

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required

Training, Experience and Certifications Required: Building inspector with plumbing, electrical or HVAC concentration

High School graduate or G.E.D. equivalent

International Code Council Zoning Inspector certification, or the ability to obtain within 30 days

International Code Council Residential Building Inspector certification, or the ability to obtain within 60 days

International Code Council Commercial Building Inspector certification, or the ability to obtain within 180 days

Other International Code Council certifications as deemed appropriate by the Director of Building, Planning & Zoning during the course of employment

Experience in the construction trades, building inspections or fire and life safety inspections

Other Skills: The Building Inspector will have the ability to communicate effectively both verbally and in writing. Basic math skills and experience in understanding and interpreting tables, graphs and text normally found in model building codes. Familiarity with basic computer programs and data entry. Bi-lingual (Spanish) highly desirable. Law enforcement, fire service and military experience highly desirable

Special Requirements: The Building Inspector must possess valid Illinois driver's license; City of Plano vehicle will be provided for all work-related activities

Physical Demands: The Building Inspector must have the physical ability to perform the essential duties in all types of varying conditions. The inspector must have the physical ability to perform the essential duties in a construction site environment. Ability to climb ladders, work at heights and move over broken ground in all weather conditions is essential

City of Plano

Building, Planning & Zoning

Title: Full Time Property Maintenance/Building Inspector

Position: Reports directly to the Director of Building, Planning & Zoning

Summary: Inspects both commercial and residential properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

Essential Duties and Responsibilities: Inspects both residential and commercial properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

Inspects residential, commercial, industrial and other structures during and after construction to ensure all components meet applicable provisions of adopted building codes and city ordinances

Inspects structures under construction for conformance with submitted and approved plans and specifications

Performs residential rental inspections as adopted by the City of Plano

Performs commercial occupancy inspections as adopted by the City of Plano

Interacts with the public in a positive, professional and educational manner

Wears appropriate attire to be provided by the City of Plano building, Planning and zoning department

Maintains neat and legible records of inspections, notices of violations and citations as to be used for the administrative or judicial authorities

Appears at the administrative or judicial hearings as representative of the City of Plano presenting any and all information in order to help facilitate a finding of liability

Utilizes appropriate computer programs for data entry of all above information

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required

Training, Experience and Certifications Required: Property Maintenance, Building inspector with plumbing, electrical or HVAC concentration

High School graduate or G.E.D. equivalent

International Code Council Property Maintenance & Housing Inspector certification, or the ability to obtain within 30 days

International Code Council Zoning Inspector certification, or the ability to obtain within 60 days

International Code Council Residential Building Inspector certification, or the ability to obtain within 90 days

International Code Council Commercial Building Inspector certification, or the ability to obtain within 180 days

Other International Code Council certifications as deemed appropriate by the Director of Building, Planning & Zoning during the course of employment

Experience in the construction trades, building inspections or fire and life safety inspections

Other Skills: The Property Maintenance/Building Inspector will have the ability to communicate effectively both verbally and in writing. Basic math skills and experience in understanding and interpreting tables, graphs and text normally found in model building codes. Familiarity with basic computer programs and data entry. Bi-lingual (Spanish) highly desirable. Law enforcement, fire service and military experience highly desirable

Special Requirements: Property maintenance/Building Inspector must possess valid Illinois driver's license; City of Plano vehicle will be provided for all work-related activities

Physical Demands: Property maintenance/Building Inspector must have the physical ability to perform the essential duties in all types of varying conditions. The inspector must have the physical ability to perform the essential duties in a construction site environment. Ability to climb ladders, work at heights and move over broken ground in all weather conditions is essential