



CITY OF ALTON
Civil Service
101 East Third Street, Room 100
Alton, IL 62002

Code Inspector
City of Alton, Illinois

Requirements:

- High School diploma or equivalent.
- Ability to read and understand codes and standards, written orders, property records, technical manuals, layouts, contract specifications, blueprints and drawings, and to write clear notices and reports that describe problems and required corrections. Record keeping ability.
- Valid Illinois driver's license.
- Establish residency within Alton City Limits within 90 days after six (6) month probationary period.
- Certification by the International Code Council (ICC) as a Property Maintenance and Housing Inspector within the six (6) month probationary period. Subsequent certifications for each field of responsibility as assigned.
- Verifiable employment experience in the construction trades using knowledge of building, plumbing, mechanical and electrical systems of building.
- Salary \$3,773.88 per month.

Please submit the following to the Civil Service Office by **5:00pm December 2, 2016:**

- Application
- Preference Points (if applicable)

Testing will be scheduled for qualified applicants. All qualified applicants will be contacted via email regarding the test date, time, and location.



**CITY OF ALTON, ILLINOIS
CIVIL SERVICE COMMISSION**

Job Description

CODE INSPECTOR (Development and Housing)

GENERAL STATEMENT OF DUTIES

Under the direct supervision of the Director of Development and Housing, does work of more than ordinary difficulty and complexity in inspecting existing dwellings and commercial properties, investigates complaints, and enforces applicable state and local laws or ordinances. Responsible for inspecting and approving all building plans, specifications and construction according to local, state and federal building laws; inspects new businesses, junk/trash/weed violations and deteriorated and fire damaged buildings.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Comprehend and follow oral and/or written instructions. Clearly communicate verbally, by telephone, and in writing, with co-workers, other City Departments and the Public.
- Drive City vehicle to inspection sites, operate basic office equipment and small tools (i.e. cameras, computers, calculators, copy and fax machines, measuring devices, electric circuit analyzer, furnace testing equipment, ladders, level, hammer and screwdrivers), physically lift up to 50 pounds, and traverse difficult, uneven terrain and stairways in adverse weather conditions.
- Perform systematic and routine inspections of residential and commercial structures, and vacant lots to determine compliance with applicable laws and ordinances of the City, and the State of Illinois. Gather and record evidence of violations. Issue notices of violations. Record daily inspections and activities on address files and on the daily Inspector's Log and submits same to the Supervisor.
- Inspect the exterior and interior of private property for junk, trash, high weeds, derelict vehicles, unsanitary conditions, lack of maintenance, zoning ordinance violations, vermin, and any other violations of City ordinances. Conduct a program of inspecting, posting, condemning, and demolishing dangerous and unsafe buildings. Follow-up on complaints from citizens on the above violations.
- Consult with owners, managers, design professionals, contractors, and agencies on plans submitted for construction or on violations observed in residential and commercial structures, and recommend remedial action to comply with codes.
- Serve as a witness in court cases and maintain departmental records as evidence.
- Inspect existing housing for conformance with the International Property Maintenance Code, and issue compliance or violation notices in accord with the Licensing or Occupancy Permit ordinances of the City.
- Reviews building plans and specifications for new construction and all building improvements to ensure compliance with building codes/ordinances and ICC regulations; reviews plans in conjunction with Fire, Public Works, and Impact (handicap requirements) departments.
- Conducts on-site inspections for compliance by builders, performs temporary, rough-in, permanent, and final inspections and issues permits upon approval, interprets ICC regulations regarding building methods; informs contractors of noncompliance, issues citations as appropriate and re-inspects after corrective actions; conducts electrical/housing inspections when necessary.
- Inspects new business establishments and approves for business occupancy, re-inspects if necessary until compliance is met.
- Responds to requests/inquiries from owners, developers, architects and builders on zoning codes, interprets zoning codes adopted by the City of Alton IL.

- Performs inspections in response to junk/trash and weed complaints, issues citations when necessary and re-inspects until compliance.
- Determines on-site inspections for setbacks for all buildings, issues approval for permits, informs applicant of errors and re-inspects until compliance is met.
- Conducts inspections of deteriorated buildings, condemns those warranting it, and posts warning signs.
- Inspects fire damaged buildings in response to Fire Department reports and prepares a report of findings.
- Responds to contractor and architect inquiries regarding City building and sign codes and ordinances.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- Ability to read and understand codes and standards, written orders, property records, technical manuals, layouts, contract specifications, blueprints and drawings, and to write clear notices and reports that describe problems and required corrections. Record keeping ability.
- Valid Illinois driver's license.
- Establish residency within the Alton City Limits within 90 days after completion of 6 month probationary period.
- Certification by the International Code Council (ICC) as a Property Maintenance and Housing Inspector within the six (6) month probationary period. Subsequent certifications for each field of responsibility as assigned.
- Verifiable employment experience in the construction trades industry with demonstrable knowledge of construction and building techniques/principles.

SUPERVISION RECEIVED

Supervision is provided by the Director of Development and Housing or his designee.

October 2015

EDUCATION:

| SCHOOL | ADDRESS | CREDIT HOURS/DEGREES |
|-------------|---------|----------------------|
| High School | | |
| College | | |
| Tech | | |
| Other | | |

MILITARY SERVICE: YES NO

Years of Service: _____ Type of Discharge: _____

PREVIOUS APPLICATIONS:

Have you applied for other positions with the City of Alton? YES NO

If yes, please list the position and the date you applied: _____

Have you applied for this position with other agencies? YES NO

If yes, please list the date you applied and the name of the agency: _____

REFERENCES: Please list **five** references who would be familiar with your qualifications and character. Do not include relatives or City employees.

| NAME | STREET ADDRESS | CITY | STATE/ZIP | PHONE |
|------|----------------|------|-----------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

EMPLOYERS: List ALL previous employers beginning with current or most recent.
Account for ALL periods of unemployment.

| Company | Address | City | State | Zip | Phone |
|---------|---------|------|-------|-----|-------|
|---------|---------|------|-------|-----|-------|

Job Title: _____ From: _____ To: _____ Fax: _____

Salary - Starting: _____ Final: _____ Supervisor: _____

List Job Duties/Responsibilities: _____

REASON FOR LEAVING: _____

| Company | Address | City | State | Zip | Phone |
|---------|---------|------|-------|-----|-------|
|---------|---------|------|-------|-----|-------|

Job Title: _____ From: _____ To: _____ Fax: _____

Salary - Starting: _____ Final: _____ Supervisor: _____

List Job Duties/Responsibilities: _____

REASON FOR LEAVING: _____

| Company | Address | City | State | Zip | Phone |
|---------|---------|------|-------|-----|-------|
|---------|---------|------|-------|-----|-------|

Job Title: _____ From: _____ To: _____ Fax: _____

Salary - Starting: _____ Final: _____ Supervisor: _____

List Job Duties/Responsibilities: _____

REASON FOR LEAVING: _____

| Company | Address | City | State | Zip | Phone |
|---------|---------|------|-------|-----|-------|
|---------|---------|------|-------|-----|-------|

Job Title: _____ **From:** _____ **To:** _____ **Fax:** _____

Salary - Starting: _____ **Final:** _____ **Supervisor:** _____

List Job Duties/Responsibilities:

REASON FOR LEAVING: _____

| Company | Address | City | State | Zip | Phone |
|---------|---------|------|-------|-----|-------|
|---------|---------|------|-------|-----|-------|

Job Title: _____ **From:** _____ **To:** _____ **Fax:** _____

Salary - Starting: _____ **Final:** _____ **Supervisor:** _____

List Job Duties/Responsibilities:

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| Company | Address | City | State | Zip | Phone |
|---------|---------|------|-------|-----|-------|
|---------|---------|------|-------|-----|-------|

Job Title: _____ **From:** _____ **To:** _____ **Fax:** _____

Salary - Starting: _____ **Final:** _____ **Supervisor:** _____

List Job Duties/Responsibilities:

REASON FOR LEAVING: _____

PLEASE REVIEW YOUR APPLICATION BEFORE SIGNING BELOW:

AGREEMENT:

I hereby affirm that the information provided on this application and accompanying resume (if any) is true and complete to the best of my knowledge. I am aware that falsified information or any omissions may disqualify me from further consideration for employment and may be considered justification for dismissal, if discovered at a later date.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application and accompanying resume (if any) to provide any relevant information that may be required to arrive at an employment decision.

The City of Alton is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

Signature

Date

THIS SPACE FOR OFFICE USE ONLY

▪ APPLICATION RECEIVED:

DATE _____

TIME _____

By: _____

To: Civil Service Commission

Re: Preference Points

In accordance with Civil Service Rules, "Persons who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court-martial of disobedience of orders, where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objections against war) shall be deemed to be Veterans and are preferred for appointments to civil offices, positions, and places of employment in the classified service of the City coming under the provisions of the Civil Service Division of the Municipal Code, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such office, position, or place of employment as determined by examination. Such qualified persons shall be entitled to have five (5) points added to the final grade average which they receive or will receive as the result of any examination held for original entrance if that grade average is 70 or higher."

I am requesting that points be added to my recent written test score which places me on the Initial Eligibility List for the position of Code Inspector with the City of Alton.

PRINTED Name

SIGNATURE

DATE

PROVIDE THE FOLLOWING DOCUMENTATION FOR POINTS AS LISTED:

Veteran's 5 points for a minimum of one year active service with honorable discharge.
Provide DD214 Member 4 Copy

DEADLINE: This form and required document must be received no later than

5pm, December 2, 2016

*Preference Points will only be added if the candidate receives a passing score of 70 or higher on the written test.