

City of Mendota Building and Property Safety Director

Job Summary:

The City of Mendota seeks to hire a full-time Building Code Officer/Property Safety Director. The person will be responsible for approving building permit applications and performing inspections to ensure compliance with all building codes and ordinances for new and existing residential and commercial buildings. The director will conduct health and safety inspections for commercial and rental properties. The director will also manage contractor, business, landlord, and vacant building registrations, including applications, renewals, and reporting. Director may assist with staff management for various city and grant projects.

Job Duties include but not limited to:

- Enforce and interpret adopted construction codes.
- Approve building permit applications.
- Ensure all building permits, inspections, and plan examinations comply with the codes.
- Confer with architects, contractors, builders and the general public in the field and office, explain and interpret requirements and restrictions.
- Evaluate, interpret, and recommend, where appropriate, any necessary changes to the existing codes.
- Complete all building permit paperwork and reports for city, county, and state.
- Maintain files and reports electronically, in detail regarding inspections, registrations, and violations.
- Respond to alleged building code violations and building/property nuisance violations; interview complainant and witnesses; document activities; issue letters or notices to comply on violations; maintain records of history of facts for possible legal actions.
- Manage all permit registrations (contractor, landlord, business, and vacant building).
- Conduct rental inspections.
- Conduct annual business building safety checks.
- Assist City Clerk with vacant building abatement processing.
- Assist police department with property nuisance violations.
- Assist City Works and Project Director with project and grant management.

Qualifications

1. Certified Building Inspection (ICC) certification. Must have or obtain within one year.
2. Home Inspection license. Must have or obtain within one year.
3. Possess experience in construction, electrical and/or plumbing.
4. Be able to make independent judgments based on accepted policy and interact effectively and courteously with the public, especially when conveying general legal guidelines.
5. Ability to interpret building construction prints and drawings.
6. Basic computer functions and techniques and software applications for recording, scheduling and documenting inspection and registration activities.
7. Possession of a valid driver's license.

Salary based on experience. Benefits include health, vision, dental, life, and IMRF Pension.

Submit City of Mendota Job Application and Resume to the City of Mendota, 800 Washington St., Mendota, IL or email to emcconville@mendotacity.com by Monday, December 31, 2024.

The City of Mendota is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.



Application for Employment

Please fill out form completely for employment consideration. Print drop off with resume or mail to Mendota City Clerk, 800 Washington St. Mendota, IL 61342

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. We are an equal opportunity employer.

Personal Information

Last Name		First	Middle	Date
Street Address			Home/Cell Phone	
City, State, Zip				
E-Mail Address:				
What was your previous address?			How long at present address? _____ Years _____ Months	
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of minimum legal age.				
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Month and Year _____ Location _____				
How did you learn of our organization?				
Are you legally eligible for employment in the United States?			When will you be available to work?	
Are you employed now?		If so, may we inquire of your present employer?		
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe in full.				

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature

**Please complete and mail or e-mail a copy of this form
to:**

**City of Mendota
800 Washington Street
Post Box 710
Mendota, Illinois 61342
emconville@mendotacity.com**