



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

October 27, 2022

PRESIDENT

Daniel Tannhauser

CLERK

Gabriela Krasinski

TRUSTEES

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Debra J. Budnik

Frank Avino, Jr.

JOB POSTING:

Part-Time Plumbing Inspector

Under the supervision of the Building Department Supervisor the candidate will be responsible for performing plumbing inspections on single family, multi-family, commercial and industrial properties. The candidate will also be responsible for reviewing construction plans and drawings. As needed, the candidate will also conduct general building inspections. Work will consist of approximately 20 hours per week, not to exceed 1,000 hours per calendar year. Work schedule will consist of 2-3 days per week, which may occasionally include Saturdays.

Duties and Responsibilities:

- Review and approve construction plans and drawings.
- Review and approve plumbing permit applications for single-family, multi-family, commercial and industrial properties.
- Inspect rough and final plumbing projects, and any other projects as assigned.
- Regularly review Village of Norridge codes as they relate to plumbing inspections and advise administration of any necessary updates or changes that need to be made.
- Answer questions via phone, e-mail or in person from residents and contractors regarding plumbing ordinances, plumbing requirements, plumbing permits, etc.

Qualifications & Requirements:

- Valid Driver's License.
- High School degree or equivalent.
- Must have a City of Chicago plumbing license or State of Illinois plumbing license, valid and in good standing.
- Must be able to proficiently speak, read and write the English language; any other language will be considered a plus.
- Working knowledge of Outlook.
- Use of I-Pad and applications related to Building Department inspections-training will be provided.
- Upon employment, must be able to have knowledge of Village ordinances.
- Ability to read, interpret and enforce applicable codes, laws and regulations.
- Strong interpersonal and communication skills.
- Ability to frequently deal with dissatisfied or quarrelsome individuals.
- Minimum 4 years experience in the plumbing field; experience with municipal government preferred.



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- Maintain C.E.U's (Continuing Education Units) from and accredited educational institute for the Plumbing License.
- IDPH Certified Plumbing Inspection License not required, but will be considered a plus.
- Once job offer is accepted and the candidate is hired, he/she cannot do private plumbing work in the Village of Norridge so as to not create a conflict of interest.

Physical Requirements:

- Frequent need to walk, talk, hear, stand & use hands.
- Frequent climbing of stairs.
- Climb ladders or scaffolding as needed and lift ladders, as needed.
- Frequent squatting & bending.
- Crawling, as needed.
- Walking on uneven/unfinished surfaces, for example, construction sites and unfinished residential, commercial or industrial sites.
- Exposure to weather conditions.
- Operate a Village-owned vehicle, and get in and out of the vehicle many times throughout the day.

Pay Rate: \$30.00 - \$35.00 per hour

Hand Deliver, mail or insert into the secure drop box employment application and resume along with a copy of your plumbing license and any other job-related licenses or certification you have to:

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706

Applications will be accepted until the position is filled.

POSTED OCOTBER 27, 2022