City of Joliet

Human Resources
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EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 58-26
POSTED: 10/06/2026
EXPIRATION: Open until filled
TITLE: Residential Property Inspector (Position Code #2261)
SALARY: This role's initial salary is $67,883
Full Salary Range for this position is $67,883 - $124,086
DEPARTMENT: COMMUNITY DEVELOPMENT
DIVISION: NEIGHBORHOOD SERVICES

GENERAL PURPOSE

Inspects property for compliance with local building and zoning codes, especially in relation to property maintenance ussies; informs and advises property owners about housing rehabilitation and related housing programs; provides construction advice and instruction to homeowners; monitors construction improvements of housing rehabilitation projects; and does other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to performing property inspections for compliance with City Codes and Ordinances, the **Residential Property Inspector** is generally first line of contact with the public. The RPI will answer citizen complaints as required, prepare exterior property maintenance bid lists and oversee request for bids; and prepare reports as necessary.

Typical tasks:

Inspects visually all exterior property in the City including vacant lots in accordance with approved
inspection procedures;
Performs interior inspections when necessary for violations of City Codes and Ordinances;
Investigates complaints from local residents and general public;
Ensures that rehabilitation projects are in compliance by coordinating information with Building Department staff;
Prepares various reports, forms and letters;
Prepares notices to residents and updates records;
Advises residents in person and over the phone regarding property maintenance issues;
Verifies property locations and ownership through appropriate search of public documents and records;
Gathers information for use in legal cases;
Testifies for the City in legal proceedings;
Conducts follow-up inspections of property to ensure compliance with City Codes and Ordinances;
Performs the required administrative work essential to the completion of the inspection process;

Obtains data required for use in analysis of Code Enforcement program;
Performs other related duties, as required.

REQUIRED QUALIFICATIONS

Valid Illinois Driver's license

Education:

Completion of a high school education or GED equivalent;
Current International Code Council certification as a residential building inspector;
One (I) year experience in code enforcement, property management, inspection or construction;
Any equivalent combination of experience, education and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Knowledge of the modern practices and principles used in the fields of carpentry, plumbing, electrical, masonry and other building trades;
The techniques and methods of housing inspection to located health and safety concerns;
Good knowledge of computers and electronic data processing, including Microsoft Office software, such as Word, Excel, Outlook;
Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Skills in effective written communication and in preparing written records and reports with pertinent details and recommendations;
Understand, interpret, explain, apply and communicate the requirements of City Building Codes and Ordinances;
Maintain certification with the International Code Council;
Walk moderate distances over rough terrain, climb ladders and work in confined spaces;
Inspect crawl spaces, attics, cellars, and work in confined/cramped body positions;
Inspect surfaces that may be slippery;
Work outdoors under adverse conditions;
Perform basic mathematic computations;
Input, access and analyze data using a computer terminal;
Create and maintain clear, concise reports and maintain accurate records, either on-line or in a paper filing **system;**
Comprehend and carry out oral and written instructions and exercise good judgement;
Make routine decisions in accordance with laws, ordinances, regulations and established policies;
Communicate effectively, establish and maintain effective working relationships with, and provide exceptional service to other City employees, supervisory personnel, homeowners, building contractors, subcontractors, applicants for assistance and the public;
Multitask and work on several items with a sense of urgency and prioritization, recognize potential problems and report to the supervisor, as appropriate;
Occasionally lift and/or move up to 25 pounds;
Work successfully in a team environment;
Review and interpret bid proposals;

Advise property owner on requirements and abatement with tact and firmness;
Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

SPECIAL REQUIREMENTS

Valid State of Illinois Class D Driver's License;
Must reside within the corporate limits of the City of Joliet or within a 50-mile radius of the intersection of Jefferson Street and Essington Road within eighteen (18) months of initial employment and shall remain subject to these residency requirements until their 20th anniversary.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER