City of Joliet

Human Resources
815-724-4020
employment@joliet.gov

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 65-26
POSITION POSTED: 11/2/2026
POSITION EXPIRATION: Open until filled
TITLE: Building Safety Inspector- Electrical (Position Code #2420)
SALARY: This role's initial salary is $67,883
Full Salary Range for this position is $67,883 - $124,086
DEPARTMENT: Community Development
DIVISION: Electrical

GENERAL PURPOSE

The purpose of this position is to perform routine building and complex technical work in the Building and Inspections Division of the Community Development Department. This includes new construction, additions and remodeling of Commercial and Residential Occupancies. This position also assists in various other inspections and duties as needed in the operations of the Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews for compliance with local and state ordinances for plans of new construction; Assists the Building Services Director in all aspects of construction inspections; Inspects buildings to assess compliance with the local, state, & other applicable codes; Issues letter of violation for cases of non-compliance;
Inspects all public safety emergencies which may involve a possible violation of building codes; Assists with inspection of demolition and/or disconnection from City water and sewer services; Assists with inspections of street excavations;
Develops and maintains historical records of ownership and occupancy for all construction within the City;
Assists in the issuing of all building permits;
Answers citizen inquiries regarding building code requirements;
Inspects buildings damaged by fire;
Assists in the inspection of other construction including, but not limited to, sidewalks, driveways, patios and remodeling;
Enforces building related codes including International Building Codes, International Residential Codes, National Electric Code (NEC), and local codes as appropriate;
Issues correction notices and citations;
Performs on-site inspections;
Examines all types of electrical installations and various other construction related items as qualified.;
Maintains records of building and inspection activity and completes related reports.
Issues certificates and permits as appropriate;
Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance;
Responds to complex and sensitive building issues;

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing;
Maintains records and documents of customer service issues and resolutions;
Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance;
Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties;
Assists the Board of Appeals as needed;
Review proposed subdivisions for code compliance;
Performs the duties of a plans examiner, or structural, mechanical, plumbing, electrical inspector as needed and qualified;
Performs other related duties as required;

DESIRED MINIMUM QUALIFICATIONS
Education and Experience:

A. Graduation from a standard high school or GED equivalent,
B. Completed a Department of Labor accredited apprenticeship program and have at least five (5) years of work experience in the installation, construction, or inspection of electrical systems
C. A college degree or appropriate coursework in related areas; may substitute for up to two (2) years of work experience

Necessary knowledge, skills and abilities:

A. Previous work experience in the installation of electrical systems is preferred;
B. Thorough knowledge of the National Electric Code, International Building Codes, and general construction codes, and thorough knowledge of the electrical field;
C. Considerable knowledge in electrical carpentry work. Other beneficial knowledge includes carpentry, cement, HVAC systems, fire systems, and Illinois Accessibility code knowledge;
D. Ability to read architectural drawings, and have knowledge of the proper installation of electrical systems in compliance with the adopted City codes;
E. Skill in the operation of the listed equipment;
F. Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- A valid state driver's license.
- One or more IBC certification, or able to obtain at least one Electrical Inspector certification within one year of hire.
- 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.

- Residency has been expanded to include a 50-mile radius of the Jefferson/Essington intersection. Employees who were previously exempt from the Residency requirement remain exempt.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; computer; phone; ladder or scaffolding; tape measure, ruler, level and flashlight.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting, but outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.