

CITY OF WARRENVILLE

Part-time Electrical Inspector

This is part-time electrical inspection work for all residential and commercial service connections. Work involves performing electrical inspections and plan reviews in the course of construction, alteration, and repair, to ensure conformance with existing electrical code and ordinance requirements.

Job Duties

- Performs electrical inspections.
- Reviews plans for compliance with applicable National and local electrical related codes and regulations; prepares written code review letters; resolves issues.
- Recommends electrical code amendments.
- Ensures a registered professional has prepared documents in accordance with statutes.
- Conducts on-site visitations/inspections at various stages of construction.
- Calculates electrical related fees for building permits.
- Reviews shop drawings and reports from special inspections.
- Responds to inquiries, investigates complaints and provides technical assistance.
- Prepares inspection reports.
- Recommends stop work orders

Requirements

- High school diploma or equivalent, and 2 years of courses in electrical system design, function and/or construction.
- Considerable experience in building trades as a licensed electrician at a Journeyman level. Municipal electrical inspector experience preferred.
- Possession of a valid Class D Illinois driver's license.
- Considerable knowledge of electrical work and inspection methods.
- Knowledge of hazards from electrical systems.
- Knowledge of the municipal codes and regulations pertaining to electrical systems.
- Ability to detect and locate defective electrical work.
- Ability to read and interpret electrical construction plans.
- Ability to tactfully enforce codes.
- Ability to maintain effective working relationships and communicate effectively.

Schedule is flexible within normal business hours (8 a.m. to 5 p.m., M-F). Two to five days per week, 1-3 hours per day, depending on workload. Inspectors are expected to drive their personal vehicle to and from inspections - mileage is reimbursed per IRS rate. Wage: \$27.00 per hour. This is a part-time, position with no benefits. Interested applicants should complete an application or send a resume to:

City of Warrenville
Attention: Jennifer McMahan
28W701 Stafford Place
Warrenville, IL 60555
Fax: 630/393-6948 - jmcmahon@warrenville.il.us

Equal Opportunity Employer

CITY OF WARRENVILLE
Position Posting
General Maintenance Worker - Street Division

This is a full-time, union, position responsible for performing a variety of tasks in the maintenance, repair, and construction of streets, storm sewer lines, street lights, bridges, parks, parkways, parkway trees, and building maintenance. Work includes the operation of motorized equipment and heavy physical labor.

Job Duties

- Building maintenance and repair work.
- Forms, pours, and finishes sidewalks and curbs; operates concrete saw, air hammer, and various power tools.
- Repairs and rebuilds manholes and catch basins; placing and finishing concrete.
- Performs snow removal.
- Performs street and parkway maintenance and repair tasks including.
- Performs routine maintenance and repair or minor adjustments to equipment.
- Assists with other public works activities when required.

Requirements

High school degree or equivalent with 1-3 years related experience.

Valid CDL with appropriate endorsements.

Considerable knowledge of hand tools, and equipment used in construction work.

Ability to operate and maintain trucks, tractors, backhoes, and similar equipment.

Ability to maintain effective working relationships.

Ability to understand and carry out oral and written instructions.

Ability to write, speak, and listen effectively in English at the high school graduate level.

Ability to respond to emergency calls 24 hours a day, 7 days a week.

Hours are Monday through Friday, 7:00 a.m. to 3:30 p.m. Wage: \$21.04 per hour. This is a full-time, permanent position with benefits including insurance, pension, and benefit time. Application Deadline: January 29, 2010. Interested applicants should submit an application to:

City of Warrenville
Attention: Jennifer McMahan
Assistant City Administrator
28W701 Stafford Place
Warrenville, IL 60555
Fax: 630/393-6948
jmcmahan@warrenville.il.us

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