


PART-TIME PLUMBING INSPECTOR

Created February 4, 2026

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|---|--------------------------|---|--------------------|----------------|
|  | DEPARTMENT | Fire Department | | |
| | DIVISION | Building/Public Works | | |
| | REPORTS TO | Fire Chief , Public Works Director, or Designee | | |
| | CLASSIFICATION | Non-Union | FLSA STATUS | Non Exempt |
| | EMPLOYMENT STATUS | Part-Time | PAY RANGE | Per inspection |

POSITION OVERVIEW

Under general direction of the Fire Chief, Public Works Director, or designee, the Part-Time Plumbing Inspector performs inspectional and compliance activities related to plumbing systems for residential and commercial projects. The position is responsible for enforcing the Illinois Plumbing Code and applicable Village ordinances by conducting field inspections, reviewing plans, documenting findings, and working collaboratively with contractors, property owners, and Village staff to achieve code compliance.

Work is performed with independent judgment and requires professional interaction with residents, contractors, and design professionals. Emergency complaints and time-sensitive issues may be handled on an as-needed basis. . This position is a contracted.

ESSENTIAL JOB FUNCTIONS

- Perform scheduled plumbing inspections for residential and commercial projects during various stages of construction to ensure compliance with the Illinois Plumbing Code and local ordinances.
- Review residential and commercial plans for conformance with applicable plumbing codes and standards.
- Conduct follow-up inspections as necessary to verify corrective actions have been completed.
- Prepare written inspection reports, correction notices, and correspondence outlining required code corrections to property owners and contractors.
- Respond to inquiries from homeowners, contractors, and staff regarding plumbing code requirements and inspection results.
- Investigate complaints related to plumbing installations and code compliance; document findings and recommend corrective actions.
- Maintain accurate inspection records using electronic systems, including email and electronic calendars for receiving inspection requests and permit details.
- Exercise sound professional judgment while balancing customer service, compliance, and enforcement.
- Confer with contractors, architects, inspectors, and the general public in the field and office; clearly explain and interpret plumbing code requirements.
- Operate inspection tools and basic office equipment, including computers and mobile devices.
- Perform other related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Serve as a technical resource to Village staff regarding plumbing code requirements.
- Participate in inspections related to change of occupancy or use when plumbing compliance is required.
- Remain current on changes to plumbing codes, materials, and inspection practices through professional development and certification programs.
- May be required to respond to emergency plumbing situations outside normal business hours on an as-needed basis.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE (of):

- Illinois Plumbing Code and applicable local ordinances.
- Standard plumbing materials, methods, and installation practices
- Strong computer skills including Microsoft Office Word, Excel, and permitting software; some knowledge of Microsoft Office Outlook and processes related to inspection reporting.
- Operational characteristics of inspection equipment, software and tools.
- General administrative court processes and proceedings.
- Complex principles and techniques of building inspection and plans examining work.
- General principles of structural design and engineering mathematics.
- Pertinent Federal, State and local laws, codes and regulations.

SKILLS:

To perform the job successfully, an individual should demonstrate most or all of the following competencies:

- Must have demonstrated ability to properly balance customer service, compliance, enforcement and assistance.
- Must have proven and adaptable leadership and communications skills.
- Must be highly proficient and able to effectively navigate today's digital office environment (general software, MS Office Suite, digital filing, window based applications, etc.)
- Must be a creative thinker, tenacious, confident, personable, professional and approachable.
- Requires strong, verbal, written, and interpersonal skills.
- Accuracy and thoroughness in the creation of correspondence, reports, and documentation.
- Must possess excellent writing and computer skills (Microsoft Office, Outlook, Word, and Excel).
- Must have experience working with directly with customers, residents, contractors, business owners, developers, and trade persons.
- Even tempered professional, not subject to emotional and temperament flares.
- Able to adapt to changing environmental conditions and situations.

ABILITY (to):

- Exhibit flexibility when necessary, but only within the parameters of applicable codes, ordinances and professional standards.
- Perform plumbing inspections.
- Interpret and apply pertinent Federal, State and local laws, codes and regulations
- Read, interpret and explain complex building plans, specifications and building codes.
- Ethically, professionally and fairly enforce Village codes and ordinances.
- Solicit, listen and respond to staff input and ideas.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Advise Village on standard construction methods and requirements for residential, commercial and industrial buildings.
- Work independently.
- Tactfully, respectfully and calmly engage difficult customers, residents and stakeholders while operating in your professional capacity.
- Maintain customer service enforcement approach which allows for positive and effective interaction and communication with others.

POSITION REQUIREMENTS/QUALIFICATIONS**QUALIFICATIONS, LICENSES, AND CERTIFICATIONS**

- Must be an Illinois licensed plumber
- Must possess a valid driver's license
- Previous experience as a plumbing inspector for a municipality as a certified Illinois licensed plumbing is preferred.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL

- Employee will work from an office environment but will consistently travel from site to site in residential and/or commercial environments.
- Employee must be able to work and perform professional duties in inclement weather conditions.
- Employee may be required to drive and/or walk on a daily basis.
- Frequent standing is required as well as occasional lifting and carrying work supplies and inspection equipment.
- Employee will perform substantial portions of work on computer/devices to complete job responsibilities.

PHYSICAL

- Primary functions require sufficient physical ability and mobility to work in an office, mobile environment and/or field setting; to stand or sit for prolonged periods of time.
- Employee will be required to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

VISION

- Must possess the visual acuity to perform computer based processes, operate a computer terminal and read smaller print.

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.

NOT ALL INCLUSIVE

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time.

JOB DESCRIPTION REVISION AUTHORIZATION

POSITION TITLE: *Part-time Plumbing Inspector (Fire Department)*

RECEIVED DATE:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons. I have reviewed this document and I fully understand the nature and purpose of this position description and its related duties.

SIGNATURE SECTION

| | | |
|-------------------------------|-----------------------|----------------------------|
| _____ Employee Signature | _____ Written Name | _____ Date of Signature |
| _____ Supervisor Signature | _____ Written Name | _____ Date of Signature |
| _____ Dept. Head Signature | _____ Written Name | _____ Date of Signature |



Equal Opportunity Employer

Village of Homewood

JOB POSTING

for

(part-time)

Plumbing Inspector

Fire/Public Works Departments

The Village of Homewood is a well-managed and well-governed community that provides effective, efficient, and timely municipal services to its residents, stakeholders, and customers.

Under general direction of the Fire Chief, Public Works Director, or designee, the Part-Time Plumbing Inspector performs inspectional and compliance activities related to plumbing systems for residential and commercial projects. The position is responsible for enforcing the Illinois Plumbing Code and applicable Village ordinances by conducting field inspections, reviewing plans, documenting findings, and working collaboratively with contractors, property owners, and Village staff to achieve code compliance. This position is a contracted.

Currently, the Village is hiring for two (2) Part-time Building Inspectors. The position is anticipated to work 20 hours per week.

The Village is looking for a motivated and personable professional with experience in performing inspectional and compliance activities related to plumbing systems for residential and commercial projects. The position is responsible for enforcing the Illinois Plumbing Code and applicable Village ordinances by conducting field inspections, reviewing plans, documenting findings, and working collaboratively with contractors, property owners, and Village staff to achieve code compliance.

Work is performed with independent judgment and requires professional interaction with residents, contractors, and design professionals. Emergency complaints and time-sensitive issues may be handled on an as-needed basis.

Must be an Illinois Licensed Plumber. Must possess a valid drivers license. Previous experience as a plumbing inspector for a municipality as a certified Illinois licensed plumbing is preferred.

Inspectors are paid \$50 per inspection.

Only emailed packets (cover letter, Village application, and resume) will be accepted. To apply, combine submittal documents and email a "single PDF file" to Terence Acquah tacquah@homewoodil.gov. **Applications are screened immediately, the positions will be open until filled.** The application and job description can be downloaded by going to our webpage <https://www.village.homewood.il.us/>.