

**AN ORDINANCE REGARDING THE  
RESPONSIBILITIES OF THE BUILDING INSPECTOR**

---

**WHEREAS**, the Illinois Municipal Code, 65 ILCS 5/1-21-, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

**WHEREAS**, the Village of Pocahontas is a non-home rule Illinois municipality; and

**WHEREAS**, the Village wishes to memorialize the Responsibilities of the Building Inspector within the Code of Ordinances; and

**WHEREAS**, the Village of Pocahontas recognizes the importance of the Building Inspector and ensuring a formal document exists that sets forth the Responsibilities of the Building Inspector; and

**WHEREAS**, the Village of Pocahontas believes and hereby declares that it is in the best interests of the Village of Pocahontas to clearly define the Responsibilities of the Building Inspector, which are set forth in Exhibit A of this Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE VILLAGE BOARD OF THE  
VILLAGE OF POCAHONTAS, ILLINOIS, AS FOLLOWS:**

**SECTION 1:** The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

**SECTION 2:** The Responsibilities of the Building Inspector are set forth and fully incorporated herein as Exhibit A (“Building Inspectors Responsibilities”). Exhibit A is attached to this Ordinance.

**SECTION 3:** Conflicting Provisions. This Ordinance will control and have full force and effect over any conflicting ordinances, resolutions, and policies to the extent of the conflict.

**SECTION 4:** Severability. If any provision of this Ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect the other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

**SECTION 5:** This section shall be in full force and effect after its passage and publication in pamphlet form by the City Clerk.

**PASSED** this \_\_\_ day of \_\_\_\_\_ 2024.



ORDINANCE #

VOTING AYE:

Alan [Signature]  
Susan Kouach

David Coughlin  
[Signature]

VOTING NAY:

ABSENT: Tim Palen

Danny Beard Jr

ABSTAINED:

APPROVED this 22<sup>nd</sup> day of April 2024.

[Signature]  
Karen Heilig, President

ATTESTED, Filed in my office,  
And published in pamphlet form  
This 23<sup>rd</sup> day of April 2024.

[Signature]  
Loni Hensler, Village Clerk



# Building Inspectors Responsibilities

The Village of Pocahontas IL building inspectors' responsibilities will be as follows.

**Job Purpose Statement:** This is responsible inspection work securing and maintaining compliance with building codes and ordinances for residential and commercial properties.

Work involves responsibility for inspecting buildings in the course of construction, alteration, and repair to ensure conformance with existing code and ordinance requirements applicable to building construction. Work is performed with latitude for independent judgment and action within the framework of existing rules and regulations. Work is performed under general supervision and is reviewed through observation, reports, and conferences.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

Essential duties And Responsibilities Include the Following: This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in his job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

Reviews building plans for conformance to the Village ordinances and technical construction requirements.

Reviews plans for conformance to the zoning ordinance; enforces the zoning ordinance.

Inspect buildings at various stages in process of construction, alteration, or repair for compliance with building code requirements and for application of safe construction practices.

Confers with contractors to ensure conformity with regulations and plans; advises the public on matters relating to building regulations.

Checks quality of materials and methods of construction.

Performs final inspection for issuance of certificate of occupancy.

Recommends stop work orders for work not within approved plans.

Maintain records and reports regarding work inspected.

Inspects residential and non-residential buildings, including private homes, stores, rental housing as well as vacant lots for compliances with village codes.

Maintains records and files regarding inspections and violations.

Promotes and maintains responsive community relations.

**Additional Duties And responsibilities:** Enters information and data into computer; prepares staff report as directed.

**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.



While performing the duties of this job, the employee is required to move about the office to access file cabinets and office machinery etc.; operate a computer and other office machines, tools, equipment, software as identified below; traverse the Village in order to perform on-site inspections and communicate with others, including residents and employees/officers. The employee is regularly required to position himself or herself to conduct property inspections. The employee must regularly move building tools and equipment weighing up to 251b. The employee is required to observe, recognize, assess, and inspect properties and computer/office and building tools and equipment from close and far distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and normal office conditions. The employee is occasionally Exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experiences:** Associate degree in a related field from an accredited college or university or technical school, or equivalent; ICC Building Inspector Certification, current IL inspector license, or 10 years minimum experience in the building trades as a journeyman, superintendent, foreman. ICC Building Inspector Certification is required within 12 months of employment. Knowledge of the methods and techniques of building code inspection and enforcement; knowledge of regulations and laws relating to residential and commercial building construction and zoning; knowledge of approved materials, methods, and techniques used in building construction work and of inspection methods related to the examination of workmanship, materials, and design.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively to groups of customers, citizens, or employees/officers of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Machines, Tools, Equipment, Software:** The machines, tools, equipment (office and Industrial) and software that are used when performing the essential functions of the job include the following: construction and building tools and equipment; software purchased or designed specifically for the village, personal, computer, calculator, fax, machine, telephone, copy machine, computer printer, computer scanner.

**Certificates, Licenses, Registrations:** Valid driver's license; ICC Building Inspector Certification.

**Attendance Requirements:** Attendance is required for up to 20 hours per week. Attendance beyond 20 hours per week may be required as needed.

\*\*\*This job description is subject to change at any time and nothing in this job description restricts management's right to assign or reassign tasks, duties, and responsibilities to this job at any time, regardless of whether the change or assignment has been made verbally or in writing\*\*\*





Inspect all properties in accordance with standards adopted by the Village of Pocahontas as set by their ordinances.

Issue building permits as needed.

Inspect all remodel work being done on residential and commercial properties within city limits. This is to include any all-interior work that involves adding or removing an interior wall, adding, or moving any electrical or plumbing, any structural work to the foundation, floor joist, attic area, or exterior work to include windows, siding, doors.

To inspect any and all additions being made to residential and commercial buildings within city limits. This includes decks, patios, fences, garages/shed's/outbuildings.

In the event that the village of Pocahontas does not currently have an inspector, or the inspector is not able to do the inspection. A different inspector can be brought in to do the inspections as long as they meet the qualifications set forth by the village of Pocahontas to be employed as the village building inspector.

In the event that an individual wants an outside building inspector brought in and the village currently has a building inspector. The individual will choose an inspector who meets the guidelines to be employed by the village and the individual will be responsible for any fees the different inspector charges to do the inspection.

The building inspector will wear a body camera while doing inspections and all videos will be turned into the village weekly. The village will store all recordings on an external hard drive for a minimum of 5 years.

The building inspector cannot walk into a residence without the property owner, property manager, contractor, and or party doing the work present and or prior written permission for them to enter the property.

Due to the size of commercial buildings and the fact that there generally is no one there to answer the front door. The building inspector can enter commercial property when there is visible evidence that someone is present and working. Visible trucks on site, visible hearing of equipment being used, etc.

All building permit fees will be given with no exceptions in accordance with the fees set forth by the Village of Pocahontas.

The only time the building inspector is allowed to address the issue of tall grass, abandoned vehicles or any other exterior issues that do not pertain to job site work is when they are doing a rental occupancy inspection for the Village of Pocahontas  
**THE BUILDING INSPECTOR CAN NOT GO AROUND ISSUING WARNINGS FOR NON building permit related items.**

