

Job Title

Field Inspector (Part-Time)

Job Summary

Under general supervision, performs work of moderate to complex difficulty involving property inspections, measuring, typing, filling, entering, and retrieving data into a complex computer system, and providing information to the public.

Responsibility

1. Need to have knowledge of construction and be able to measure construction (houses and improvements). Duties includes but is not limited to:
2. Measures and inspects properties when needed.
3. Enters information into PAMS (Property Asset Management System)
4. Learn the drawing program for PAMS (Property Asset Management System)
5. Upload photos
6. Permits can be entered by office staff, but the finished information should be entered by field staff
7. Perform basic drawing when needed.
8. Measure new residential construction
9. Learn commercial & industrial measuring
10. Measure improvements such as room additions, garage, etc. that can't be done by aerials
11. Maintain files of permits
12. Inspect properties damaged by fire.
13. Aerial inspections of basic permits
14. Other Duties as Assigned

Requirements

1. Be able to use a computer and have knowledge of programs (Drawing programs, Excel, Word, download photos)
2. High school diploma or equivalent; secondary education a plus
3. Strong analytical and problem-solving skills are a plus
4. Must have excellent written and verbal communication skills
5. Must be comfortable with handling simultaneous priorities, projects and tasks
6. Must be able to work effectively in a team environment
7. Must have knowledge of mathematics and geometry
8. Must have a working vehicle and valid driver's license and auto insurance
9. Best if live within the boundaries of DuPage Township, Will County

Work Location

DuPage Township Assessor, 241 Canterbury Lane, Bolingbrook, IL 60440

Work Schedule

Monday thru Friday, No weekends, or holidays

Shift

To be set by Assessor. Total hours will not exceed 950 within our fiscal year (April-March)

Pay Rate Range

Hourly, \$15 - \$18

How to Apply:

Send resume and cover letter/email to: Kenneth Harris, Assessor,
assessor@dupagetownshipassessor.com or mail to DuPage Township Assessor, 241 Canterbury
Lane, Bolingbrook, IL 60440.

Apply By

June 10, 2022, 4:00 p.m.