

Bert Fite



Professional Skills:

- Review and approve plans that meet building codes, local ordinances, and zoning regulations
- Inspect and monitor construction sites to ensure overall compliance
- Use survey instruments, metering devices, and test equipment to perform inspections
- Monitor installation of plumbing, electrical, and other systems to ensure that the building meets codes
- Verify level, alignment, and elevation of structures and fixtures to ensure building is compliant
- Keep daily logs, including photographs taken during inspection
- Test safety devices such as smoke and carbon monoxide detectors
- Use professionalism when conferring with homeowners and tenants

Employment:

- | | | |
|--------------------------------|------------------------------|--------------|
| • City of Fairview Heights, IL | Assistant Building Inspector | 2012-Present |
| • TK Contracting | Owner/Contractor | 2008-2012 |
| • McBride and Son Contracting | General Mgr of Illinois | 1981-2008 |

Business References:

Ross Lane	
Keith Muckensturm	
Doyle Paul	

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Stacey O'Brien
Human Resources
125 S. Center Street
Collinsville, IL 62234

Dear Ms. O'Brien,

Enclosed please find my resume for the building inspector position. I have four years' experience as a building inspector for the City of Fairview Heights, IL plus a diverse background in all phases of construction. I have the integrity and public relations skills necessary for the position. I enjoy being a building inspector very much but am looking for a full time position. I look forward to hearing from you so that we can meet and discuss my future with the City of Collinsville.

Sincerely,

Bert Fite