

Position: Code Enforcement Officer

Department: Community Development

Reports to: Assistant Village Administrator

Work Schedule: 20 hours/week
52 weeks/year
Monday – Friday 9:00am-1:00pm (or as otherwise scheduled)

Salary: Established per Annual Wage Policy (2019: \$19/hr - 24/hr)

FLSA Status: Non-Exempt



Summary: The job duties of the Code Enforcement Officer include but are not limited to identifying zoning, property maintenance, municipal code and nuisance violations in the Village; to serve notice of violations in person, by telephone or in writing; and to provide responsive, courteous and efficient service to Village residents and the general public.

Essential Functions: *Note - Other duties may be assigned and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Initiates and investigates complaints, reports and notices of violations of the Municipal Code
- Conducts field inspections for violations, documents and enters case information into tracking software system
- Issues violation notices for non-compliance or violation of the municipal code
- Appears in circuit court and/or adjudication court when necessary
- Delivers Village correspondence as requested
- Interacts with other governmental agencies to assist with municipal code violation issues, citations, and any other assistance as may be requested or required
- Prepares records of inspection activities and prepares reports
- Prepares and posts Stop Work Orders and notices as required and/or directed
- Responds to requests for code-related information
- Represents the Village at projects, meetings, boards and commissions as requested and/or directed.
- Assists in the review of zoning, code enforcement, and fire inspection work as assigned
- Issues code enforcement letters or citations as needed

Qualifications:

Education/Experience:

- High school diploma or equivalent

- Knowledge of general construction and building trades, including basic electrical and plumbing
- Minimum of two (2) years of experience in the building construction field and/or as a Building Inspector/Code Enforcement Officer
- Minimum of one (1) year of specialized training and/or experience in building and zoning law
- Preferred bilingual (Spanish)

General Skills and Abilities:

- Ability to maintain a professional demeanor when dealing with the public
- Ability to comprehend, retain and apply Village, State, and Federal policies and legislation, i.e. Village ordinances, procedure manuals, property codes, etc.
- Ability to explain to the public how to comply with the municipal code and ordinances
- Ability to enforce and maintain regulations fairly and tactfully
- Ability to positively interact as a member of the Village Team
- Possess the Core Competencies of accountability and integrity, collaboration, service, courtesy and kindness, innovation, and safety.
- Working cooperatively with others toward common goals.
- Providing a customer service focus to the responsibilities of this position.
- Communicating clearly and effectively, both orally and in writing. Advanced skill level required.
- Using tact, discretion, initiative and good judgment within established guidelines.
- Organizing work, setting goals and priorities, meeting critical deadlines, and completing assignments as directed by supervisor.
- Completing assigned work with accurate, correct and complete results while keeping to strict deadlines.
- Maintain effective working relationships with other employees, City officials, and the public, and ability to handle public relations with courtesy and tact.
- Juggle competing priorities.
- Provide a customer service focus regarding the responsibilities of this position.
- Use business etiquette in person, over the phone and in correspondence.
- Make responsible decisions in accordance with established policies and procedures.
- Handle confidential materials and matters in accordance with administrative direction, and general City policy.
- Maintain an atmosphere of loyalty and trust.
- Use modern office equipment, including computers, printers and copiers.
- Read and edit hard copy documents.
- Compose routing correspondence, perform routine office tasks and complete assignments under general supervision.
- Use basic arithmetic and make accurate calculations.
- Maintain administrative, fiscal, and general records and to prepare reports and answer questions from records.

- Organize materials, sort mail, organize and alphabetize hard copy documents and organize electronic files.
- Schedule appointments and coordinate meetings which may include many participants.
- Create or maintain reminder systems or tickler files to keep tasks on schedule.

Certificates and Licenses:

- ICC Property Maintenance Code Certification preferred
- ICC Certification – Residential Building Inspector and/or licensed home inspector preferred
- A valid Illinois motor vehicle operator's license

Physical Requirements/Working Conditions:

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Works in both an office setting as well as in outside and adverse weather conditions.

The Village of Winthrop Harbor is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law

TO APPLY

Please follow this link to submit an application for this position

<https://jobapps.hrdirectapps.com/applicantform/42204/0>