

# Kankakee County Planning Department

## Job Posting

**Job Title:** Code Enforcement Officer  
**Department:** Planning  
**Reports To:** Building and Zoning Division Manager  
**Salary:** Commensurate with Experience

### SUMMARY

Under the general direction of the Building and Zoning Division Manager, performs advanced analysis and guidance/assistance to staff in code interpretation and code implementation. In coordination with the Manager, schedules regular and recurring field inspections, recommends code interpretation to ensure consistent implementation, and maintains a wide variety of automated and physical files.

Work also involves assisting in the preparation /amending of the County regulatory codes, including but not limited to the County Zoning Ordinance, Floodplain Ordinance, and Building Codes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Intimate knowledge of the County development codes, including but not limited to the Zoning Ordinance, Subdivision Regulations (IL Plat Act), ICC Building Codes, ICC Property Maintenance Code, floodplain regulations, storm water management ordinance.
- Accepts and hears complaints from various sources and acts upon these complaints utilizing the appropriate process in alignment with Kankakee County's development and property maintenance codes.
- Inspects properties and investigates complaints for compliance with Kankakee County property maintenance and development codes and when deficiencies are found to exist, chooses the appropriate process for enforcement.
- Keeps current on regulatory standards essential to the position.
- Determines and levies appropriate fines and fees associated with violation cases.
- Prepares, maintains and/or submits requisite records and reports of inspections and related activities; presents inspection findings in hearings or court as required.
- Assists building inspectors with the performance of their duties which may include but is not limited to; interpretation of codes, assisting the public with the permitting process, inspecting buildings during various stages of construction, alterations, and repair to ensure the use of proper construction techniques, materials and workmanship, reviewing building plans and specifications to ensure compliance with codes and approved construction practices and calculates appropriate permit fee; lists construction deficiencies in the plan which must be resolved before the issuance of a permit.
- Reports construction deficiencies, code violations and/or deviations from the approved building plans found during inspections; halts construction when violations and/or circumstances warrant it; performs reinspection and distributes violation notices to persons who neglect to correct problems as required.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of many aspects of construction, concrete work, electric system, framing, etc. Certification and continuing education is essential to maintain a high level of professionalism.
- General knowledge of code enforcement principles, practices and methods as applicable to a municipal setting and working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Ability to detect defective construction practices, perform land use surveys and basic zoning analysis.
- Ability to interpret building codes and ordinances and construction and mechanical blueprints, drawings and diagrams.
- Ability to prepare, organize and maintain inspection field data, reports and systems, analyze complex situations, problems and data and use sound judgement in drawing conclusions and making decisions.
- Ability to use personal computers, tablets, and smart phones as well as related process management and word processing software.
- Ability to recognize deviations from plans, specifications, ordinances, and codes during on-site inspections.
- Ability to work independently and efficiently.
- Ability to communicate effectively both orally and in writing.
- Ability to handle stressful situations and effectively deal with difficult or angry people.
- Ability to establish and maintain satisfactory working relationships with county employees, contractors, property owners and the general public.

### EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two to four years related experience and/or training; or equivalent combination of education and experience.

### APPLICATIONS

Applications may be downloaded at [www.co.kankakee.il.us](http://www.co.kankakee.il.us) or picked up in person at the Kankakee County Administration Office located at 189 E. Court Street, Suite 502, Kankakee, IL 60901.

Applications may be returned to the Kankakee County Administration Office.

**DATE OF POSTING:** January 25, 2021

**APPLICATION DEADLINE:** February 8, 2021

**THE COUNTY OF KANKAKEE IS AN EQUAL OPPORTUNITY EMPLOYER**