

## **VILLAGE OF GLENDALE HEIGHTS LEAD CODE ENFORCEMENT OFFICER**

The Village of Glendale Heights Community Development Department has a position available for a Lead Code Enforcement Officer. The position works with a team of Code Enforcement and Building Inspectors to fulfill a variety of tasks related to Community Development functions such as permitting, inspection, and licensing. The role has a high degree of public interaction, and so requires exemplary customer service as a priority. Additionally, the role requires the ability to work in inclement weather and varying property conditions.

This position coordinates and provides supervision over operational assignments of Code Enforcement Officers, provides code interpretations and technical guidance, and performs the work of Code Enforcement Officer as operational needs dictates. The position also requires a comprehensive understanding of code enforcement and property maintenance principles and practices, as well as a general understanding of International Code Council (ICC) building and property maintenance codes. The position also necessitates significant interaction with residents, business owners, and contractors—including responding to complaints, investigating and documenting violations, and taking corrective action.

### **Duties and Responsibilities**

- Evaluates and manages work procedures, schedules, training, and work flows of the code enforcement officers within the division; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.
- Coordinates code enforcement activity with department personnel and other Village employees and outside agencies
- Investigates and assigns response to complaints of potential code violations relating to signing, building occupancy, nuisances, housing conditions, construction, land use, zoning, animals, noise, dumping, weeds, or other property maintenance concerns.
- Performs work related to the Single Family and Multi-Family Residential Inspection Programs, including rental and real-estate transfer inspection and prepares necessary reports.
- Prepare letters to violators or owners of property; maintain records and reports; and answer requests for information relative to the Property Maintenance Code and Nuisance Ordinance.
- Communicate with the general public relative to property maintenance violations.
- Issues notices of ordinance violations, citations and stop work orders as well as appears in adjudication hearings on behalf of the Village.
- Assist with minor building permit reviews and inspections.
- Responds to emergency calls from the Police Department and Fire Department to inspect buildings damaged by fire, weather, vehicles, vandalism, etc. to determine if such buildings are suitable for occupancy
- Conducts inspections of commercial buildings related to the issuance of Business Licenses for compliance with all applicable Village Codes and Ordinances.
- Perform other duties as assigned.
- Attends Property Enhancement Committee meetings.
- Responsible for compliance with all safety rules and procedures established in the Village-Wide Safety Manual as well as other rules, procedures and directives established by the Department or Division assigned to. May serve as a department or division representative to the Employee Safety Committee.
- All employees may be assigned by the Village Administrator or his/her designee to perform duties and assume responsibilities that are outside the scope of their normal position description when the Village President has declared a Village Disaster, and/or the Village Emergency Operations Plan has been initiated, and/or when the State of Illinois Office of Homeland Security has declared an emergency condition.

- Performs duties assigned in which the work is similar, related to or a logical assignment to the position enumerated in the Position Description, except in emergency situations that are not ongoing and continuous.

### **Minimum Qualifications**

#### Education and Experience:

- High School diploma or GED equivalent.
- Five (5) years of experience in related field preferred, or
- Any equivalent combination of education and experience.

#### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; thorough knowledge of inspection techniques;
- Intermediate skill level in Village's current applications of Windows and a basic skill level in the Village's current applications of Word and Excel.
- Shifts are normally 8 hours in duration, 40 hours weekly, plus occasional weekend hours for code compliance. Overtime may be required as directed.

### **Special Requirements**

- Must possess a valid State driver's license at the time of employment. Must be ICC certified as a Property Maintenance and/or Housing Inspector.
- 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. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl, reach, grasp and feel. The employee must seldom lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to inside environmental conditions subject to both a confined workspace and disruptive work environment where the noise level is low to moderate. The employee is also frequently exposed to outside environmental conditions and is subject to both extreme cold and extreme heat. The employee is seldom exposed to electrical current.

### **Selection Guidelines**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Background check and drug screen are required per Village Policy.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Compensation & Benefits**

Hourly Rate Range: \$30.44 - \$42.53, commensurate with qualifications and experience. The Village of Glendale Heights offers a generous benefit package. This is a full-time AFSCME union, non-exempt position.

### **How to Apply**

Applications will be accepted until the position is filled and should be submitted online at: [www.glendaleheights.org/administration/hr.asp](http://www.glendaleheights.org/administration/hr.asp)

**All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and background check.** Employees are required to have their permanent residency within a 20-mile radius of the Village, unless an exception is approved by the Village Administrator.

Posted 06/03/2024. We are an Equal Opportunity Employer.

The Village of Glendale Heights' is committed to a nepotism and cronyism policy of employment, advancement and/or contracting practices based upon qualifications and merit, and to ensure that no conflict of interest, favoritism, preferential treatment, or discrimination enters into the employment and contracting process without discrimination in favor of or in opposition to the employment of immediate family members and a personal, political, financial, or commercial relationships.

If you are an immediate family member (an employee's spouse; an employee's natural, step, adopted or foster parent; an employee's mother-in-law, father-in-law, daughter-in-law or son-in-law; an employee's grandparent; an employee's child or grandchild; an employee's sister or brother; employee's aunt, uncle, niece, nephew; spouse's grandparent, brothers-in-law, sisters-in-law; or any other dependent residing in the same household of the employee) or a personal, political, financial, or commercial relationship to a current or past Village employee, please indicate so in the "Applicant Information" section of your employment application.