



# City of Elmhurst

## Employment Opportunity

### **PART-TIME CODE ENFORCEMENT OFFICER**

#### **POSITION SUMMARY**

Under the general direction of the Building Commissioner, this position investigates, inspects and enforces property maintenance, municipal, zoning, building and other City codes to ensure the safety, protection and visual enhancement of the community. The Code Enforcement Department works under the supervision of the Building Commissioner. Essential duties and responsibilities may include but are not limited to:

- Investigating property maintenance, municipal and zoning code violations.
- Performing site inspections for new construction, remodeling and various home improvements for adherence to the Code of Conduct rules and other site conditions. Ensuring that they have the required permit and are code compliant.
- Conferring with and providing information to property owners and others regarding code requirements and City policies and procedures wherever possible, resolving complaints and problems.
- Performing onsite inspections as required to identify code violations and/or property maintenance violations and take appropriate action.
- Documenting and maintaining accurate records of inspections, actions taken and regulatory efforts; prepare written reports and correspondence and issue notices to correct code violations.
- Collecting and maintaining documentary evidence in regard to non-compliant cases for use in court; testifying in court and/or Adjudication Hearings as required.
- Developing and maintaining knowledge of Property Maintenance Code, Municipal Code, Zoning Ordinance and Code Enforcement methods.
- Contributing to the efficiency and effectiveness of the unit's customer service by offering suggestions and participating as an active member of a team.

#### **Qualifications**

Two years college course work in construction technology, or a field related to the work or completion of a recognized apprenticeship in a recognized trade; AND two years of experience as a Code Enforcement Officer OR equivalent combination of education, training and experience as determined by Human Resources. Current ICC certification as a property maintenance inspector is preferred.

Schedule: This position is scheduled to work 16 hours per week on Thursdays and Fridays.

Salary: \$27.19- \$40.78/hour

Interested candidates should submit a resume and cover letter at [Elmhurst.org/jobs](http://Elmhurst.org/jobs). Only online submission materials are accepted. This position will remain open until filled.

To view the job description, [click here](#).

***The City of Elmhurst is an Equal Opportunity Employer***