

Code Compliance Specialist
Development Services Department
Village of Frankfort, IL

The Village of Frankfort is seeking qualified applicants for the full-time position of Code Compliance Specialist in the Development Services Department. Frankfort, IL (20,126 est.) is a thriving, vibrant community located 32 miles southwest of Chicago, just a few miles south of I-80 and west of I-57. Founded in 1855, Frankfort consists of a well maintained historic residential and commercial center surrounded by modern shopping centers, upscale subdivisions and a sizeable industrial area. Chicago Magazine named Frankfort one of the top places to live just a few years ago. Frankfort also received recognition as "Top Ten Best Cities for Illinois Families," "One of the Safest Cities in Illinois," "Most Pet Friendly Chicago Suburb."

The position is responsible for monitoring and facilitating compliance with local codes and ordinances. The incumbent will perform outdoor inspections or investigations in all weather conditions throughout the year, administer processes to gain compliance, maintain a system of records, compose written reports, memos, letters and other correspondence during the course of the compliance process, interact with the public on a regular basis, evaluate and recommend improvements to existing codes, and on occasion, attend night or weekend meetings as necessary or assigned. The position requires the ability to provide responsive, courteous and efficient service to residents and the general public, and therefore often operates with considerable independence, which must be executed through exceedingly high levels of good judgment, tact, and diplomacy. The position also supports a wide range of other departmental activities and administrative assignments within the organization, including but not limited to plan review, sign permitting, and licensing activities. The position reports to and serves under the general direction of the Manager of Economic Development and Building.

Qualifications:

- Graduation from high school or GED equivalent.
- Three to Five years' experience in building inspection, building construction, property maintenance, plan review, zoning review, and/or code enforcement. Municipal experience is strongly preferred.
- Ability to read, interpret and carry out activities related to local and ICC codes.
- Excellent interpersonal and verbal communication skills.
- Ability to remain calm and professional during times of high stress or emotion.
- Demonstrate proficiency in Microsoft Office products (Outlook, Word, and Excel).
- Ability to visit and examine property characteristics, which may entail traversing rough and uneven ground through brush, grass, mud, or snow.
- Ability to manually operate various types of standard office equipment and audio/visual equipment at meetings.
- Valid driver's license.

Preference may be given to candidates with:

- ICC certifications for property maintenance and/or building inspection.
- Municipal experience.
- Strong understanding of code-related legal framework and procedures.
- Demonstrated commitment to continuing education and pursuit of certifications.

Compensation & Benefits:

This is a full-time, non-exempt (hourly) position with a starting wage of \$23.50/hr - \$29.00/hr, depending on qualifications and is eligible for the Village of Frankfort's comprehensive employee benefits program which includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan offered through ICMA-RC and/or IPPFA. The Village of Frankfort provides paid vacation, personal days, sick days, and holidays.

Applicants are encouraged to apply **by October 8, 2019**. Review of resumes will begin October 9, 2019. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer drug screening. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact the Village Administrator at 815-469-2177.*

Apply with resume, cover letter and three professional references to:

Village of Frankfort
Attn: Adam Nielsen
Manager of Economic Development & Building
432 W. Nebraska Street
Frankfort, Illinois 60423
anielsen@vofil.com

with copy to:

Village of Frankfort
Attn: Jeffrey W. Cook, AICP
Assistant Village Administrator
432 W. Nebraska Street
Frankfort, Illinois 60423
jcook@vofil.com

The Village of Frankfort is an equal opportunity employer.
<http://www.villageoffrankfort.com>