



## **VILLAGE OF MIDLOTHIAN | OFFICIAL JOB DESCRIPTION**

**Job Title: Code Enforcement Officer**  
**Department: Building Department**

**Job/FLSA Status: Part-Time, Non-Exempt**  
**Reports to: Building Superintendent**

**Position summary:** The Code Enforcement Officer is a position which performs technical inspections for various Village code enforcement programs. The Code Enforcement Officer is responsible for both the inspections and the clerical work necessary to those inspections. The position reports to the Building Superintendent and is appointed by the Mayor with the consent of the Village Board.

**Position responsibilities:**

- Enforce the Village's building inspection compliance programs under the direction of the Building Superintendent. This includes, but is not limited to inspections of residential and commercial buildings, businesses, properties, rental dwelling units, and signage.
- Investigate complaints and hazardous conditions.
- Respond to citizen inquiries.
- Ensure compliance with federal, state and municipal codes and regulations governing code enforcement and property maintenance.
- Prepare "Notice of Violation" letters advising property owners and tenants of possible violations and time allowed to correct deficiencies.
- Perform follow up inspections at periodic intervals adhering to policy requirements to verify correction of violations by property owners and tenants.
- Prepare cases for court or Administrative Hearings.
- Attend court or Administrative Hearings to provide testimony and evidence regarding the enforcement of Municipal Code.
- Provide technical assistance to the Building Superintendent.
- Examine vacant or rental properties.
- Assist with lien correspondence, filing and follow up.
- Perform other duties as may be assigned.

**Essential skills and experience:**

- High School diploma or GED; some college preferred.
- Some experience and/or knowledge of building and related inspections and code enforcement preferred.
- Proficiency in the use of office software and technology is required.
- Possession of a valid Illinois Driver's License.
- Ability to communicate effectively both verbally and in writing.
- Possess some understanding of problems, trends and approaches used in municipal code inspection and enforcement programs.
- Ability to work independently and to maintain a high level of energy.
- Ability to enforce codes with professionalism, firmness and tact.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Certifications required within six (6) months of hire date:**

- ICC International Property Maintenance & Housing Inspector Certification

**Reporting to this position:** N/A

**Probation Period:** Six (6) months

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of the job, employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Application:**

- Available on the Village's website: [www.villageofmidlothian.net](http://www.villageofmidlothian.net)

**Application submission:**

Send resume and completed application to:

Village of Midlothian  
Attn: Kathy Caveney, Trustee  
14801 S. Pulaski  
Midlothian, IL 60445

Or email to [kcaveney@villageofmidlothian.org](mailto:kcaveney@villageofmidlothian.org) Position is open until filled.