



## **CODE ENFORCEMENT INSPECTOR/ Property Maintenance (Part-time)**

### **Village of Midlothian, Illinois**

Reporting to the Building Superintendent, this position will assist in assuring regulatory inspections and enforcement of all ordinances, policies, rules, and regulations of the Village related to property/site conditions and structure safety for new and existing buildings. This includes provisions regarding the existence of nuisances and property maintenance regulations endangering the public.

The understanding of construction elements is another essential part of this position. Responsibilities include the ability to enforce and understand all court action procedures which insure existing buildings and sites are maintained to minimum Village Code regulations; review and comment on plans for new and existing building establishments for major alterations to existing establishments; and performing annual business license inspections. Other responsibilities include maintaining accurate work records, research property ownership and enforcement of the Rental Housing Code.

Requirements: Two-year certificate from college or technical schools and/or comparable related experience. Experience in building trades, health, and/or code enforcement required. Must possess a valid Illinois driver's license. Ability to perform technical inspections and make corrective recommendations, ability to maintain effective working relationships, and excellent oral and written skills are also required. Proficiency in the use of office software and technology is required.

- ICC certifications preferred. Must possess a valid Illinois driver's license. Ability to perform technical inspections and make corrective recommendations, ability to maintain effective working relationships, and excellent oral and written skills are also required. Proficiency in the use of office software and technology is required.
- Requires the acquisition and maintenance of a valid Property Maintenance Certification through the International Code Council (ICC) within 6 months of hire. Hours: 20-30 hours per week, some weekend hours required.

**Qualified candidates should forward their resume to [HR@villageofmidlothian.org](mailto:HR@villageofmidlothian.org) and please also cc: [WDesimone@villageofmidlothian.org](mailto:WDesimone@villageofmidlothian.org).**