

## **Community Development**

### **Code Enforcement Officer - Community Development Specialist**

**ABOUT US:** The Village of Westmont (pop. 24,685) is a community of six square miles in area located approximately 22 miles west of the Chicago Loop in the southeastern portion of DuPage County, on the fringe of the Chicago Metropolitan Area. The name Westmont comes from being the highest point of elevation on the Burlington Northern Santa Fe Railroad west of Chicago.

Westmont is a blend of old and new, with rectilinear or gridiron streets and older housing in the central part of the village, with high rise apartments on the periphery and curvilinear street subdivisions interspersed both north and south, indicating newer development. Westmont's attractiveness both as an industrial and residential community is largely due to its location. This desirability is in large part transportation based.

**DEPARTMENT SUMMARY:** The Community Development Department works with businesses, residents, and developers who are interested in creating a successful partnership with our growing community. The following divisions make up the Community Development Department: Planning and Zoning, Permitting and Code Enforcement.

**RESPONSIBILITIES:** Under general supervision of the Building Commissioner, the Code Enforcement Officer - Community Development Specialist performs a variety of routine and complex clerical and administrative work involving the permitting process. This position interprets, administers and carries out the enforcement of the Village's Code of Ordinances as well as conducts small permit reviews and inspections. General job responsibilities are listed below:

- Plans, coordinates and performs department activities to enforce the adopted International Property Maintenance Code (with local amendments) and relevant sections of the Westmont Code of Ordinances (Municipal Code), including enforcement of building, housing, electrical, plumbing and zoning codes, nuisance, animal and fowl codes and sign ordinances.
- Processes code violation cases through the Village's Municipal Adjudication process.
- Enforces Community Development Department permitting procedures for construction projects, including reviewing applications and site drawings with Village staff for residential, industrial and commercial buildings to ensure that all construction is in compliance with required standards, codes and ordinances, long term developmental objectives of the Village and standard planning practices, including, but not limited to, building/housing, electrical, plumbing, stormwater, zoning, sign and land development and soil erosion codes and interpreting and making determinations of or on the various codes.
- Performs plan reviews for small permits, including, but not limited to, fences,

- HVAC, pavement flatwork, patios/decks, pools, sheds, signs and solar.
- Performs corresponding inspections for approved small permits.
  - Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**MINIMUM REQUIREMENTS:** This position requires the knowledge, skill and mental development equivalent to completion of two years of college with emphasis in engineering, architecture, construction technology, public administration or a related field or equivalent work history. An Associates degree or higher in one of the fields listed above is strongly preferred. Candidates must have a valid Illinois driver's license.

Successful candidates will have a minimum of three (3) to five (5) years of progressively responsible code enforcement and administration experience, at least one (1) to three (3) years of plan review and construction inspection experience, ideally in a municipal setting handling code enforcement and adjudication. Experience developing, implementing and using an electronic records system is highly desired. This position requires the ability to work independently, communicate effectively - orally and in writing - with a varied audience and to establish and maintain effective working relationships with co-workers and the public. ICC Property Maintenance and Housing Inspector certification is preferred.

The ideal candidate must be a dedicated individual with integrity and strength of character. Candidate should also have a track record of positive interaction with employees, supervisors, elected officials and citizens.

*The complete job description is available at [www.westmont.il.gov](http://www.westmont.il.gov), Employment.*

**COMPENSATION/BENEFITS:** This is a full-time, non-exempt (hourly) position with a starting wage range of \$27.23/hr - \$30.70/hr (DOQ).

The Village of Westmont offers a competitive benefits package, including medical, dental, vision, life and pension.

**TO APPLY:** For consideration, please complete our online employment application, which is also available at [www.westmont.il.gov](http://www.westmont.il.gov), Employment. Please attach your cover letter and resume to your online application.

**APPLICATION DEADLINE:** August 16, 2019

EOE M/F/D/V