

**VILLAGE OF ELK GROVE VILLAGE  
JOB POSTING  
PROPERTY MAINTENANCE INSPECTOR – COMMUNITY DEVELOPMENT  
DEPARTMENT**

**About the Community**

Elk Grove Village, Illinois (pop. 33,127), a strategically located, progressive community home to the largest consolidated business park in North America, is seeking dynamic, detail and customer service-oriented candidates for the position of Building Inspector. Elk Grove Village is located in Cook and DuPage Counties adjacent to O'Hare International Airport and is home to approximately 3,600 businesses located in its 5.4 square mile Business Park. The Village of Elk Grove Village has surpassed being "The Most Business Friendly Community in America" to now being "Beyond Business Friendly."

**Position Summary**

The Community Development Department is responsible for enforcing building, plumbing, mechanical, electrical, fire, and environmental health codes on all private construction in the Village. Additionally, the Department ensures compliance with the Zoning Ordinance and the Property Maintenance Code.

The Property Maintenance Inspector ensures that all residential dwelling units, including single-family and multi-family, conform to the established Property Maintenance Codes, Village Codes, and Ordinances by inspecting the exterior of all units, the common areas of multi-family units, the interior of rental units, the interior of privately owned units as requested and the exterior of commercial and industrial properties to verify compliance with applicable regulations. The position ensures that the community has a safe, healthy environment in all sections of the Village by inspecting and identifying violations and securing compliance.

**Key Responsibilities:**

- Develops and administers a program that systematically inspects the exterior of all single-family dwelling units in the Village to ensure compliance with the Property Maintenance Code and related Village Codes and Ordinances.
- Conducts inspections to verify violations of the Codes and attempts to gain voluntary compliance by identifying the nature of the violation to the property owner and the steps required to abate the violation(s). Provides inspections of the interior when requested.
- Conducts inspections of all multi-family dwelling complexes and all rental properties, including internal and external inspections. Schedules inspections with the property owners or a managing agent of the complex to identify Code violations and follow through until compliance is achieved.
- Conducts inspections of commercial and industrial zoned areas to verify compliance with Codes related to exterior maintenance. Advises representatives of violations and identifies corrections; and
- Attends court proceedings representing the Department.

**Minimum Requirements:**

Three years of experience in general construction procedures or equivalent combination of education, training, and experience. One to two years of college-level coursework is preferred. Must possess a valid State of Illinois Driver's license and a safe driving record. Must obtain ICC Property Maintenance Inspector certification within eighteen (18) months of employment.

**HOURS OF WORK:** 40 hours per week  
\$93,730.00

**SALARY RANGE:** \$71,070.06 -

**OPENING DATE:** October 9, 2023  
2023

**CLOSING DATE:** November 10,

**To Apply:** Applicants must submit the online employment application at [www.elkgrove.org](http://www.elkgrove.org) by **Friday, November 10, 2023**. Attach your resume and references, as indicated.

All other inquiries should be directed to the Office of Human Resources: 901 Wellington Avenue, Elk Grove Village, Illinois, 60007.

**Email:** [humanresources@elkgrove.org](mailto:humanresources@elkgrove.org)

**Tel:** 847-357-4020