



## Employment Opportunity

# CODE ENFORCEMENT OFFICER (PART TIME)

Posted: July 12 2018

### Position Summary

Under general direction of the Building Commissioner, this position is responsible for the interpretation and compliance of City municipal and zoning codes. Work involves investigating, inspecting, and enforcing nuisance and property maintenance codes and ensuring that residential, commercial and industrial properties meet minimum standards. Responds to and interacts with residents and others in a courteous and effective manner. **Part time position working 18/hrs. week: T, Th & Fri 9:00 – 3:30.**

### Requirements

- Two years college course work in construction inspection, engineering or related field or completion of recognized trade apprenticeship; AND two years experience in property maintenance or building construction inspection, OR equivalent combination of education and experience.
- Ability to obtain ICC certification: Property Maintenance Inspector and a 1 & 2 Family Dwelling Inspector & Building Inspector within one year.
- Ability to effectively develop and maintain working relationships with contractors, property owners and the public.
- Ability to communicate effectively in both verbal and written form.
- Skill in operating job-related instruments, tools, and equipment.
- Ability to write clear reports and correspondence.
- Ability to work outside in extreme weather conditions and in confined spaces.
- Ability to lift and move 30 pounds; climb ladders, stairs; stoop, crawl, bend.
- Basic proficiency in Microsoft Word.
- Possession of a valid driver's license.

### Preferred Qualifications

- ICC certification, a plus.
- Municipal experience in code enforcement or building inspection, a plus.
- Practical knowledge of approved methods, materials, practices and safeguards of building construction, a plus.
- Ability to read and interpret plans, specifications, and blueprints and utilize information to determine conformance.

**Wage: \$26.39/hr.**

Interested candidates to submit a completed application and resume online at <http://cityofelmhurst.peopleadmin.com/postings/1670> or [www.elmhurst.org](http://www.elmhurst.org). Offers of employment are subject to successful completion of background check, drug screen, and physical. **Position closes July 31, 2018.**

The City provides equal opportunity and offers reasonable accommodations in all programs and employment.