



Position Announcement

Property Maintenance Inspector

Posting Date: March 6, 2020

CLOSING DATE: March 27, 2020 at 5:00 p.m.
HIRING RANGE: \$52,727.10 - \$57,292.31, D.O.Q.
HOURS PER WEEK: 40+ hours per week.

The Village of Algonquin, IL (Pop. 30,046) is seeking applicants for the position of Property Maintenance Inspector for the Community Development Department.

GENERAL DUTIES: This position is responsible for the enforcement of property maintenance and other related ordinances and codes and will require indoor and outdoor field work; maintains written records of violations of village property maintenance codes and related ordinances, and may issue citations and testify in court as needed.

DESIRED MINIMUM QUALIFICATIONS AND/OR REQUIREMENTS:

Education/Experience: A high school diploma, or equivalent, supplemented by courses in building and/or property maintenance codes with experience in the building trades or enforcement or similar training and experience is desired. Experience as a municipal property maintenance inspector or equivalent experience in a similar field is a plus.

Skills: Comprehensive knowledge of property maintenance and nuisance ordinances and accepted practices relating to the enforcement of those standards. Ability to inspect properties and to ascertain compliance with applicable codes in commercial structures, houses, or sites; read, understand, and accurately interpret plans, engineering drawings, and specifications; keep accurate records, interpret, explain, and enforce laws, codes, ordinances, and regulations tactfully, using good judgment and discretion; assess adherence to codes and standards; diffuse confrontational, interpersonal disputes; resolve complex or difficult issues. Required to function in a team environment as well as on your own and effectively communicate, both orally and in writing, with the public, Village staff and representatives of other agencies. Proficiency with current computer software systems, including Microsoft Office and job specific software (Munis) or within the first six months of employment.

TO APPLY: Interested candidates are required to complete and submit an [employment application](#) along with a resume. Completed applications can be submitted to: Human Resources at 2200 Harnish Drive, Algonquin, IL 60102, faxed to (847) 658-4564, or emailed to HR@algonquin.org. ***Please, no phone calls.***

The Village of Algonquin is an equal opportunity employer within every definition of the concept. A copy of our Outreach Program is available upon request.