

Community Services Department

NEIGHBORHOOD SERVICES / PROACTIVE CODE ENFORCEMENT INSPECTOR

Village of Palatine is seeking a full time Proactive Code Enforcement Inspector who takes a proactive approach to enforcing property maintenance codes. The successful candidate must be able to work independently, communicate effectively, be a team player with excellent listening skills and maintain a professional working relationship with employees, supervisors and the public. The ideal candidate must be a dedicated individual with working knowledge of building, property maintenance and zoning codes.

Essential Job Functions:

The candidate will be responsible for proactive monitoring of residential neighborhoods and commercial properties to identify violations of local and International Property Maintenance Codes and local zoning codes. The individual will proactively initiate and/or respond to complaints of potential code violations and works closely with residents to educate and bring violations into compliance.

This individual will compose and prepare a variety of correspondence and documents and maintain code enforcement cases in the Department software program. A successful candidate will review and prepare cases for Adjudication Hearings with knowledge on the evidentiary and legal issues crucial to successful prosecution. This candidate must be well versed in preparing detailed reports of activities and investigations made during inspections and able to consult with prosecutors and testify before Administrative Hearing Judge.

Basic Qualifications and Skills:

- Associates degree and can demonstrate basic knowledge of building, property maintenance and zoning codes. Requires minimum of two (2) year's working with the public.
- Ability to maintain effective working relationships with the public and other Village employees, research and resolve complaints; communicate effectively both orally and in writing and handle stressful situations with tact and diplomacy.
- ICC Property Maintenance and Housing Inspector certification preferred or have the ability to acquire within six months of employment.
- Must be highly motivated, proactive, and willing to take on new challenges.
- Valid driver's license with a good driving record is required.

Physical Abilities:

The following physical abilities are required to perform the essential functions of the job:

Listen, speak, and see; able to perform inspections in difficult climate conditions. Regularly must be able to use hands to finger or feel. Must have mobility to visit inspection sites as needed, including walking, standing, bending, squatting, and climbing.

Salary: Inspector 1- Salary Range \$31.08 to \$45.03 dependent on qualifications and experience; the Village offers an excellent benefit package.

Hours: 35 hours per week between 8:00 a.m. and 5:00 p.m. are general working hours. Employee will be required to work in a flexible environment where general working hours may shift to evening or weekends based upon nature of complaints and violations. This shift will be infrequent but may be necessary.

Interested individuals are encouraged to apply online at www.palatine.il.us by clicking the "Employment" icon on the Village home page.

The Village of Palatine is an equal opportunity employer.