



VILLAGE OF BENSENVILLE

JOB DESCRIPTION

Code Compliance Inspector - Full Time
Department of Community & Economic Development
Directly Reports to: Director of Community & Economic Development
Department Head: Director of CED

Updated: 06/07/21

Bargaining Unit: Non-Union

JOB SUMMARY

Under broad supervision and direct direction from the Director of Community and Economic Development, the Community and Economic Development Inspector is responsible to perform annual business and residential inspections.

JOB DUTIES

- Perform annual inspections of businesses and rental residential dwellings
- Appear in Administrative Adjudication hearings as the Village Representative
- Follow up on citizen complaints regarding municipal code violations
- Answer phone calls providing on the spot answers to questions whenever possible
- Send and receive citizen concern cards
- Prepare monthly reports
- Proficient in Word, Excel, Microsoft Outlook
- Provide Village stakeholders with exceptional customer service
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

Required:

- Exceptional customer service skills
- Be at least 18 years of age
- Valid driver's license
- Clean motor vehicle record
- Available to work some Saturdays

Preferred:

- Previous governmental inspecting experience
- Experience with MUNIS Software Package
- Fire science courses or related fire certifications
- Building trade skills
- Blueprint reading and plan comprehension
- ICC Property Maintenance Certification

SALARY: Full Time/ \$52,000.00/year

HOW TO APPLY:

Please submit via email a cover letter, one page resume, and at least 3 professional references to:

Human Resources – vobjobs@bensenville.il.us

Email submissions should include “Code Compliance Inspector-Full Time” in the subject line.

All successful candidates must pass a drug screen and background check.

